

## Minutes – January 5, 2016

### January Organizational Meeting - Town Hall

The organization meeting was called to order by Supervisor Redhead, at 7:10pm with a salute to the flag and a moment of silence.

Present: Supervisor Redhead  
Councilman Scruton  
Councilman Loomis  
Councilman Elhage  
Councilman Hilton

Absent:

Recoding Secretary: Elisabeth Joy, Town Clerk

### **Resolution 1 - Town Policies of the Town of Palermo for 2016**

**Where As:** there is no objection by the majority of the Palermo Town Board; the following established policies shall take effect immediately:

a. Meetings: Town Board Town of Palermo will hold monthly meetings and designate these meetings to be held on the fourth Tuesday of every month at 7:00 P.M, with the exception of May which will be held the fourth Thursday of the month at 7:00 P.M. unless otherwise advertised by Public Notice. All meetings will be held at the Palermo Town Hall. Town Board workshops will be held the third Tuesday of each month at 7:00pm, unless specified otherwise in advance. The Audit of bills will be done at the workshop. All vouchers must have invoice attached with description of purchase.

b. Order of Business: Call to Order, Pledge to Flag, followed by moment of silence, Approval/Changes to previous minutes, Petitions for the Board, Executive Session (when needed), Reading of Resolutions of Meeting, Public Comment on Resolutions Only (5 minutes per person), Board address to Resolutions, Communications, Reports, Approval of Reports, Approval of Bills, Old Business, New Business, Open Public Session, adjournment.

c. Attendance at Board Meetings: Town Department Heads are requested to attend regular monthly meetings. While this is not always possible, a written report is requested if you cannot attend.

d. Duties of Deputy Supervisor are as follows: Be in attendance at Supervisor Office Hours, when requested by the Supervisor. Attend all meetings which affect the Town with the Supervisor or in place of the Supervisor. Accept the Chair of any committees which the Supervisor may appoint. The Deputy Supervisor shall be compensated for those duties as set forth in the annual budget of the Town.

e. Clerk and Bookkeeper to Supervisor: The Supervisor is authorized to have a confidential clerk and confidential Bookkeeper, providing that budgetary funds are available for those positions.

f. Court Steno and Bailiff. The Town Justices are authorized to hire a Court stenographer and Bailiff when needed. Bailiff shall be paid \$ 13.00 per hour.

g. Holidays: All town offices shall be closed on National Holidays and no meetings shall be scheduled. The Highway Department will be closed on those holidays designated in the Union Contract.

h. Payment of bills prior to audit: The Supervisor shall have the authorization to pay the following when they come due prior to audit by the Town Board; payroll, utilities, postage and insurances, loans and lease payments

i. Annual Audit: The Supervisor shall have the authority to have all books audited and the year-end report prepared by an outside firm for an amount set forth in the budget.

j. Petty Cash Funds: The following are authorized to maintain petty cash funds, Tax Collector \$150.00, Town Clerk \$100.00.

k. Association Membership: The Town of Palermo shall maintain an annual membership with The Association of Towns.

1. Records Access: The town clerk is designated as Records Access Manager for both active and inactive records. A fee of 25 cents (\$.25) per copy will be charged unless otherwise determined by law. An application (FOIL,) to inspect any record is required.

m. Reimbursement policy: Reimbursement for attending school, conferences or association meetings may not be paid without prior authorization to attend being given first by the Town Board. A written report is requested to be submitted to the Town Board after attendance.

n. Mileage Reimbursement: Reimbursement for mileage on personal vehicle while performing Town Business for all officers, employees ( including Highway Department employees when using their own vehicles for town business), shall be set at 110% of the current IRS Standard Mileage rate as the Town of Palermo's rate for reimbursement. Calculation of mileage shall begin at the point of entering the township when reporting for a call. For business originating within the township mileage will be paid from the originating place to the destination and the return trip of equal mileage. Payment will be made with submission of voucher listing; date, purpose of trip, and mileage. Voucher must be approved by department head.

o. Telephone Reimbursement: Telephone expenses for long distance calls will be reimbursed at their actual cost. Expenses must include a photo static copy of the billing listing date, number and amount, individual called and/or purpose must be given.

p. Equipment usage: Town of Palermo Highway equipment is authorized to be used in the following places (outside of normal highway usage); Town Park, Town Hall, Town Kennel, Town Cemeteries and shared services with the towns of Volney, Mexico and New Haven.

q. Collection of Non-Sufficient Funds: All checks returned for non-sufficient funds shall be subject to a \$ 35.00 fee in addition to the face value of the check.

r. Deputy Code Enforcement Officer: Shall be empowered with all duties of the Code Enforcement Officer and act on the behalf of the Code Enforcement Officer upon his/her request or that of the Town Board, shall assist the Code Enforcement Officer with his/her duties and inspection upon request and in accordance with Resolution 32 of 2007, as follows:

1. To be certified as a Code Enforcement Officer and to maintain required training
2. Will hold office hours under the direction of the Code Enforcement Officer
3. Will perform fire inspections, construction inspections during the day and evening hours under the pleasure of the Code Enforcement Officer
4. To do clerical duties such as letters, violations and correspondence as directed by the Code Enforcement Officer
5. Including but not limited to the service of summons and legal proceedings.

s. Seasonal employees of the Highway Department shall be paid per the budget on a per hour basis of \$ 13.80; the first 40 hours per week shall be paid at straight time. Any time in excess of 40 hours per week shall be paid at 1-1/2 time per hour. Seasonal employees shall be paid 1-1/2 times per hour for all hours worked on the following holidays: Thanksgiving Day, Christmas Day and New Year's Day. Seasonal employees are not entitled to any other benefits with the exception of one-half hour call-in for snow removal.

t. Insurance Policy for non-collectively bargaining employees: Insurance shall be provided for town employees that work posted hours of 30 or more per week as approved by the town board. The Town shall pay full cost of the employees' insurance coverage for single or 2 person coverage only. Any employee wishing to opt for family coverage will be subject to pay for additional cost of said coverage. Insurance coverage shall be comparable to that of the Collective Bargaining Agreement. The town shall also provide individual retiree insurance coverage for any permanent employee (defined as: an employee who is employed for 30 or more posted hours per week, with 10 years of continuous active service and a minimum of 15 years total with the town, who is actively employed with the town at the time of retirement, and a minimum age of 55; and approved for NYS Retirement benefits. The town shall have the authority to designate the company through which the insurance is provided.

u. Designated Payroll Agency is: Pathfinder Bank - Paychex Payroll schedule is as follows:

Biweekly: Highway Department, Superintendent of Highways and Town Clerk/Tax Collector; Semiannual: Deputy Positions of Supervisor; Annual Salary: Board of Appeals, Board of Assessment Review, Historian, Registrar of Vital Statistics, Budget Officer. All other positions shall be paid monthly, on the 4<sup>th</sup> Thursday of each month with the exception for the month of December payroll will be paid on the second Thursday. Payroll may be changed to a bi-weekly status at the request of an employee once annually.

v. Purchase orders are required for any single purchase of equipment in excess of \$500.00. The officer must request a purchase order from the Supervisor prior to placing the order or purchase. All other purchases must comply with the Town's Procurement Policy as stated in the Town Code Book.

w. The Town Board shall have the authority to appoint an agency for the purpose of training and/or testing for drug/alcohol substances as mandated by the State of New York and stated in the Towns DOT policy.

x. Incident reporting policy as outlined in Resolution 20 of 2001 which states the following:

1. That all incidents regarding a possible insurance claim be reported to the Town Clerk within 24 hours.
2. If the Town Clerk is unavailable then the incident shall be reported to the Town Supervisor
3. That any incident involving a Town employee, that may or may not result in an injury or medical treatment, shall be reported to both the Town Clerk and the Town Supervisor (or Deputy Supervisor in their absence).
4. Any accident involving a Town Vehicle is to be reported to the Town Supervisor immediately, to assure proper enforcement of the NYS DOT Regulations.
5. Copies of all paperwork filed are to be submitted to the Town Clerk, including but not limited to Workers Compensation Filings, Insurance Claims, etc.

Resolution introduced by Councilman Tom Hilton seconded by Councilman Jay Elhage

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

### **Resolution No. 2 - Designations for 2016**

**Where As:** there is no objection by the majority of the Palermo Town Board, the following designations are approved:

- a. Designation of Depositories:  
Pathfinder Bank

- b. Designation of Official Newspapers:  
Oswego Valley News and the Oswego County Weeklies
- c. Designation of Law Enforcement Agency:  
The Oswego County Sheriff's Department
- d. Designation of Attorney to the Town Board: (subject to contract)  
Nelson Law Firm

Resolution introduced by Councilman Hilton seconded by Councilman Scruton

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**Resolution # 3 - Annual Appointment by the Town Board Town of Palermo for 2016**

*Be it resolved* that the Town Board Town of Palermo does hereby make the following Annual Appointments as follows:

Registrar of Vital Statistics	Elisabeth Joy
Historian	Dawn Bristol
Recreation Director	Donna Miller
Building Inspector & Code Enforcement	Victor Francis
Planning Board Secretary	Angela Miller
Board of Appeals Secretary	Angela Miller
Building Janitor	Tammy Schwartz
Buildings and Grounds	Angela Miller
Dog Control Enforcement	Victor Francis

**Other Appointments and terms:**

Board of Appeals	(5 Year Term)	
Board of Appeals	(3 Year Term)	
Board of Appeals	(4 Year Term)	
Planning Board	(5 Year Term)	Dawn Bristol

Resolution introduced by Councilman Scruton seconded by Councilman Loomis

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**Resolution # 4- Department Appointments for 2016**

*Be it resolved* that the following appointments have been requested and reviewed and are hereby appointed to the following positions:

**Appointment by Supervisor:**

Deputy Supervisor	Tom Hilton
Bookkeeper/Secretary	Jennifer Bickford

**Appointment by Justice**

Court Clerk	Jean Hart
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**Appointment by Town Clerk**

Deputy Town Clerk/Collector	Jean Hart
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**Appointment by Highway Superintendent**

Deputy Highway Superintendent: Shannon Pettit

**Appointment by Dog Control Officer:**

Deputy Dog Control Officer: Angela Miller

**Appointment by Code Enforcement:**

Deputy Code Enforcement: Joe Fiumara

**Department Chairman:**

Planning Board: James Petreszyn  
Board of Appeals: Tammy Schwartz  
Board of Assessment Review: Tammy Schwartz

Resolution introduced by Councilman Scruton seconded by Councilman Elhage

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**Resolution #5 - Salaries & Wages of 2016**

*Be it resolved* the following wages have been established through budget for 2016, salaries are per year unless otherwise noted:

<b>ACCOUNTS</b>	<b>CODE</b>	<b>Final 2016</b>
<b>TOWN BOARD</b>		
COUNCILMAN (4)		\$ 9,970.00
<b>TOTAL</b>		<b>\$ 9,970.00</b>
<b>JUSTICE DEPARTMENT</b>		
Justice/Clerk -Hart		\$ 10,355.00
JUSTICE - WOOD		\$ 10,355.00
COURT CLERK		\$ 7,500.00
<b>TOTAL</b>		<b>\$ 28,210.00</b>
<b>SUPERVISOR</b>		
SUPERVISOR		\$ 13,855.00
DEPUTY		
SUPERVISOR		\$ 318.00
SECRETARY		\$ 2,663.00
BOOKKEEPER		\$ 8,016.00
<b>TOTAL</b>		<b>\$ 24,852.00</b>
<b>BUDGET OFFICER</b>		<b>\$ 500.00</b>
<b>TAX ASSESSOR</b>		
<b>DEPT</b>		
ASSESSOR		\$ 21,194.00
CLERK		\$ -
REVIEW BOARD (3)		\$ 1,450.00
<b>TOTAL</b>		<b>\$ 22,644.00</b>
<b>TOWN CLERK</b>		
TOWN CLERK		\$ 28,701.00
DEPUTY TOWN CLERK		\$ 8,827.00
<b>TOTAL</b>		<b>\$ 37,528.00</b>
<b>RECORDS MANAGEMENT</b>		<b>\$ 6,180.00</b>
<b>REG. VITAL STAT.</b>		<b>\$ 500.00</b>
<b>BUILDINGS AND GROUNDS</b>		
BUILDING		
CUSTODIAN		\$ 9,672.00
CUSTODIAN HELPER		\$ 1,299.00

BUILDING JANITOR	\$	5,323.00
<b>TOTAL</b>	<b>\$</b>	<b>16,294.00</b>
<b>BOARD OF APPEALS</b>		
CHAIRMAN	\$	530.00
MEMBERS	\$	1,485.00
SECRETARY	\$	372.00
<b>TOTAL</b>	<b>\$</b>	<b>2,387.00</b>
<b>CODE ENFORCEMENT</b>		
OFFICER	\$	16,266.00
DEPUTY	\$	2,400.00
<b>TOTAL</b>	<b>\$</b>	<b>18,666.00</b>
<b>DOG CONTROL</b>		
OFFICER	\$	7,725.00
DEPUTY	\$	4,635.00
<b>TOTAL</b>	<b>\$</b>	<b>12,360.00</b>
<b>HISTORIAN</b>	<b>\$</b>	<b>875.00</b>
<b>HIGHWAY</b>		
SUPERINTENDENT	\$	45,188.00
DEPUTY	\$	2,220.00
<b>TOTAL</b>	<b>\$</b>	<b>47,408.00</b>
<b>RECREATION</b>		
DIRECTOR	\$	1,774.00
SITE DIRECTOR	\$	2,142.00
ASST SITE DIRECTOR	\$	1,998.00
PART TIMERS	\$	8,100.00
<b>TOTAL</b>	<b>\$</b>	<b>14,014.00</b>
<b>PLANNING BOARD</b>		
CHAIRMAN	\$	1,722.00
MEMBERS	\$	6,430.00
SECRETARY	\$	1,608.00
<b>TOTAL</b>	<b>\$</b>	<b>9,760.00</b>
<b>TOTAL SALARIES</b>	<b>\$</b>	<b>252,148.00</b>
<b>Highway partimers = \$ 13.80</b>		

Resolution introduced by Councilman Hilton seconded by Councilman Elhage

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**Resolution # 6- Office Hours for 2016**

*Be it resolved* that the following Office Hours are established for 2016

**Town Clerk – Elisabeth Joy 593-2333 Ext 227**  
Deputy Town Clerk/Tax Collector – Jean Hart  
Monday- Thursday 9:00 am -4:30 p.m. or by Appointment

**Supervisor – Patricia Redhead 593-2333 Ext 221**  
Deputy Supervisor – Tom Hilton  
Hours are by appointment

**Justice Court – Hon. Donald Nipper & Hon. Robert Wood 593-2333 Ext222**  
Tuesday 9:00am-1:00pm or completion of court

**Highway Superintendent: Jim Pettit 593-1336 - Garage**  
Deputy Highway Superintendent – Shannon Pettit  
Monday - Thursday from 7:00 a.m. - 3:00 p.m. or by appointment

**Assessor: Martin Webster 593-2333 Ext 224 or 598 -7318 (home)**  
Wednesday 7:00 p.m. - 9:00 p.m. Saturday 9:00 am. - 12:00 p.m.  
**Exception of July**

**Building/Code Inspector: Victor Francis 593-2333 Ext 223**  
Monday 12:00 p.m. – 4:00 p.m. and Thursday 9am-2pm (or by appointment)

**Planning Board: James Petreszyn (Chairman) 598-5092**  
Planning Board Meetings are the second Tuesday of the Month at 7:00 p.m.  
Workshops are the third Thursdays of the month at 7:30 p.m. (when applicable)

**Dog Control: Victor Francis 593-2333 ext 226 – Cell: 402-9109**  
Deputy Dog Control Officer: Angela Miller  
By appointment and on-call as needed

Resolution introduced by Councilman Elhage seconded by Councilman Loomis  
**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead  
**NAYS:**

**Resolution # 7 – OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**WHEREAS**, Patricia Redhead, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Supervisor of the Town of Palermo, and

**WHEREAS**, Elisabeth Joy, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Town Clerk/ Tax Collector of the Town of Palermo, and

**WHEREAS**, Robert Wood, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Town Justice of the Town of Palermo, and

**WHEREAS**, Donald Nipper of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Town Justice of the Town of Palermo, and

**WHEREAS**, James Pettit, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Superintendent of Highways of the Town of Palermo, and

**NOW, THEREFORE**, we as respective officers above, do hereby undertake with the Town of Palermo that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk/ Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with New York Municipal Insurance Reciprocal, in the sum of \$200,000 for the Supervisor, \$450,000 for the Town Clerk/ Tax Collector and \$50,000 for all other employees to indemnify against losses through the failure of the officers, clerks and employees covered thereunder to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 5, 2016 - Town of Palermo

**RESOLVED**, the Town Board Town of Palermo hereby accepts this form of undertaking and it will be filed in the office of the Town Clerk.

Resolution introduced by Councilman Hilton seconded by Councilman Scruton

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**-\*A MOTION WAS MADE** to go into executive session at 7:29 for the purpose of a personnel issue

By Councilman Hilton and seconded by councilman Scruton

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**-\*A MOTION WAS MADE** to close the executive session by: Councilman Hilton and seconded by Councilman Scruton

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

The following discussions took place:

-Supervisor Redhead asked about having the floors stripped. Angie said she would look into it.

**Adjournment- \*A MOTION WAS MADE** to adjourn at 8:05 by Councilman Elhage seconded by Councilman Scruton

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

## January Town Board Meeting- Town Hall

January 26, 2016

Supervisor Redhead called the meeting to order at 7:21pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Supervisor Redhead  
Councilman Scruton  
Councilman Loomis  
Councilman Hilton

**Absent:** Councilman Elhage

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Dan LeClair, County Legislator

**Corrections to Minutes:** None

### **Motion to accept Minutes:**

\*- **A MOTION WAS MADE** to accept the minutes of the previous meeting by Councilman Hilton and seconded by Councilman Loomis.

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton, Patricia Redhead      **NAYS:**

**Petitions to the Board:** None

### **Resolutions:**

8- Transfer of Funds

9- Technology/Computer Policy

10-Fire Department Contract

Public Comments or Questions on Resolutions: Supervisor Redhead went over the Computer Policy, It was recommended by IT. Alison gave her opinion and reassured those in attendance that it was a pretty simple policy that was broken down very well.

### **Resolution Approval:**

#### **Resolution 8- Transfer of funds**

Be it resolved: the Town Board Town of Palermo hereby authorizes the following transfers from Highway: DA962 Contingent in the amount of \$936.20 to DA9055.8 Disability to cover rate increase. Resolution introduced by Councilman Scruton seconded by Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton, Patricia Redhead      **NAYS:**

#### **Resolution No 9 – adoption of Technology Policy**

Be it resolved: the Town Board Town of Palermo hereby adopts a policy regarding all computer usage, data files and any technology; known as “Appropriate use of Technology Policy”

Resolution introduced by Councilman Hilton seconded by Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton, Patricia Redhead      **NAYS:**

#### **Resolution 10- Fire Department Contract**

Whereas: The town of Palermo held a hearing on the Fire Department Budget and Contract for 2016 in November 2015,

Be it resolved: that the Town of Palermo hereby approves the contract by and between the Town of Palermo and the Palermo Volunteer Fire Department.

Resolution introduced by Councilman Scruton seconded by Councilman Hilton

**AYES:** Steven Scruton, Tom Hilton, Patricia Redhead      **NAYS:**

**Abstained:** Bob Loomis

**Communications:** The following communications were read:

1. NYS Transportation Emergency Assistance – Tabled
2. Tug Hill Training –Thursday March 31<sup>st</sup> 2016  
-request in advance  
- deadline for submission is 3/9/2016

## **Reports**

**Supervisor's Report:** Supervisor reported that all account balances for December 2015 will be provided once the books are closed and reconciled with accruals. She stated that the .gov domain has been approved through the Federal government and will be working with the IT provider to begin setting up official email and website.

## **Judges Report**

Judge Wood: Fine: \$1602.00; Civil Fees: \$140.00; Surcharges: \$776.00; Bail: \$0;

Total to the supervisor: \$ 2518.00

Judge Gulliver: Fine: \$300.00; Civil Fees: \$0; Surcharges: \$211.00; Bail: \$0;

Total to the Supervisor \$ 511.00

## **Town Clerk's Report**

For the month of December \$5167.68 was turned over to the Supervisor, including \$4,520.00 in equipment sales, \$17.50 for a marriage license, \$80.00 for death Cert, \$325.00 for Dog Licensing \$225.00 for 2 building permits. \$22.50 to the NYS Dept. of Health for marriage licenses, \$84.00 to the NYS dept. of Ag and Markets for the spay/neuter program. A total of \$5,274.00 was received and dispersed.

**Panning board:** Minuets were read:

### **Town of Palermo Planning Board Meeting Minutes**

January 12, 2016

Jim Petreszyn opened the meeting at 7:04PM

**Present:** Randy Kitts, Jim Petreszyn, Cheryl Smith

**Absent:** Dawn Bristol, Diane Kowaleski

**Recording Secretary:** Angela Miller

**Others Present:** 2 Public

Chairman Petreszyn suppressed the reading and approving of December minutes until February's meeting.

**New Business:** none

**Old Business:** Frightmare Farms, 4816 St Rte 49, site plan update and hours. The planning board reviewed proposed site plan. Adding a 40x30 pole barn, new trails, new façade, and special events. Rick questioned whether they would be able to overnight camping as an event which is being sponsored by Big Frog 104.3. Chairman Petreszyn stated that I would have to say no due to instead of ending at midnight now you are scarring at 3am and I am worried about neighbors. I would say no even if the other members of the board said yes. I have had experience with these situations and it is not good, too many complaints. Chairman Petreszyn recommended using camp Zerbe in Williamstown. More discussion on camp Zerbe. Special events are to be brought to planning board month prior to event is possible.

**Motion was made** BY Randy Kitts to declare a ne3gative declaration and seconded by Cheryl Smith

**AYES:** Randy Kitts, Jim Petreszyn, Cheryl Smith

**NAYES:**

**AP-0001-2016**

**FEE \$50.00**

**Correspondence:** Bank statements, Oswego County Planning Dept.

**Public Hearing:** none

**A Motion was made** by Cheryl Smith and seconded by Randy Kitts to adjourn the meeting at 7:46pm

**AYES:** Randy Kitts, Jim Petreszyn, Cheryl Smith **NAYS:**

Respectfully Submitted by, Angela Miller- Planning board Secretary



**Public Session:** Jean Gulliver came forward in regards to an issue with computer files. Jean explained she does not have possession of any files of any sort, her computer was fried in the surge and she lost everything. Supervisor Redhead thanked her for her explanation and apologized for not calling her about it.

**Adjournment:** Motion to adjourn was made at: 8:10pm by Councilman Loomis seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton, Patricia Redhead **NAYS:**

Respectfully submitted:

Elisabeth Joy  
Town Clerk

**WORKSHOP**

**January 19, 2016**

**PALERMO TOWN HALL**

**7:10PM**

Those present at the workshop were:

**Present:** Councilman Loomis  
Councilman Hilton  
Supervisor Redhead

**Absent:** Councilman Scruton  
Councilman Elhage

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present: 0**

The following discussions took place:

- Went over and discussed the Appropriate Use of Technology Policy handout.
- Talked about the Fire Dept. contract, Patty is going to call Carl Petrie

**\*-A MOTION WAS MADE** to put the mowing bid and the fuel bids out for February by Councilman Hilton and seconded by Councilman Loomis.

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

**Adjournment: -\* A MOTION WAS MADE** to adjourn at 8:00 by Councilman Hilton and seconded by Councilman Loomis.

**AYES:** Steve Scruton, Bob Loomis, Jay Elhage, Tom Hilton, Patricia Redhead

**NAYS:**

Respectfully Submitted,

Elisabeth Joy

Palermo Town Clerk



## **February Town Board Meeting- Town Hall**

**February 23<sup>rd</sup> 2016**

Supervisor Redhead called the meeting to order at 7:20pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Supervisor Redhead  
Councilman Scruton  
Councilman Loomis  
Councilman Hilton  
Councilman Elhage

**Absent:**

**Recoding Secretary:** Elisabeth Joy, Town Clerk

**Corrections to Minutes:** None

### **Motion to accept minutes**

\*-**A MOTION WAS MADE** to accept to the minutes of the previous meeting by Councilman Scruton seconded by Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Petitions to the Board:** None

**Resolutions:** None

**Communications:** The following communications were read:

1. Tug Hill will hold a class on March 31<sup>st</sup>
2. Time Warner Cable sent us a brochure stating they will be going digital and we will need to get replacement boxes.
3. US Census will be conducting a census in our area
4. DEC- permit was issued for Gulliver property
5. There will be a notary training on April 12<sup>th</sup>
6. MYMIR received our claim and it has been settled
7. OC management needs to update their emergency plans

### **Reports:**

**Supervisor:** Stated she is working on the .gov website it is in its final stages and should be finalized in March.

### **Judges Report:**

Judge Wood: Fines: \$1002.00; Civil Fees: \$230.00; Surcharges: \$263.00; Bail \$0; Total to the Supervisor: \$1495.00

**Town Clerk's Report:** For the Month of January \$1081.75 was turned over to the supervisor and \$119.00 to the NYS Dept. of Ag and Markets for the spay/neutering program. A total of \$1200.75 was received and dispersed. Tax Season has been very busy. For the month of January \$1,616,279.83 has been collected. From January 1<sup>st</sup> to February 1<sup>st</sup> 55% of the warrant has been collected.

**Dog Control-** Vic reported that everything is running smoothly at this time.

**Highway-** Jim said everything was going good there has been one break down, a Chain Broke so the 4<sup>th</sup> truck was used. Snow bills will be decreased. There have been some changes in the way they have to operate on county roads. There is now a log that keeps track of when they are on the county road and then off. Highway Deputy Shannon Pettit is there 8hours a week doing the bills and this new system is a pain. Jim said he was on the wing once to see how the whole thing operates and it is more of a safety hazard then a benefit. Supervisor Redhead stated she will address this at the supervisor's meeting and asked Shannon to make a 1 page report about what needs to be changed. Councilman Elhage asked how many trucks are on county roads and Jim replied 3. The truck routes go from town to county roads throughout the entire route. Councilman Hilton asked Jim about a bill from Monroe Tractor and it was explained that it was for Oil.

**Code Enforcement -** Vic reported that Gristwood has stalled and he will be getting back to him in regards to what his plans are. Need to remove junk from the town. In order to do this a list needs to be made of the properties the town would like to see cleaned up. We then can move forward with the county.

**Planning Board-** Planning Board minutes were read:

*Town of Palermo Planning Board Meeting Minutes*

February 9<sup>th</sup>, 2016

*Unapproved Minutes*

Diane Kowaleski opened the meeting at 7:20PM

**Present:** Dawn Bristol, Randy Kitts, Diane Kowaleski, Cheryl Smith

**Absent:** Jim Petereszyn (attending special meeting with Town Board)

**Recording Secretary:** Angela Miller

**Others Present:** 2 Public

**Motion was made** by Dawn Bristol to approve December minutes and seconded by Cheryl Smith

**AYES:** Dawn Bristol, Randy Kitts, Diane Kowaleski, Cheryl Smith

**NAYES:**

**Motion was made** by Randy Kitts to approve January minutes and seconded by Cheryl Smith

**AYES:** Dawn Bristol, Randy Kitts, Diane Kowaleski, Cheryl Smith

**NAYES:**

**New Business:** Gary Gulliver, 2 lot sub division, 187.00-01-20.09. The planning board reviewed proposed subdivision. Public hearing to be scheduled for March 8, 2016 at 7:00

**Old Business:** None

**Correspondence:** Tug Hill Schooling

**Public Hearing:** None

**A Motion was made** by Cheryl Smith and seconded by Dawn Bristol to adjourn the meeting

**AYES:** Dawn Bristol, Randy Kitts, Diane Kowaleski, Cheryl Smith

**NAYES:**

Respectfully Submitted by,  
Angela Miller- Planning Board Secretary

**Motion to accept Reports:**

**\*-MOTION WAS MADE** to approve the reports as given by Councilman Scruton seconded by councilman Loomis.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**\*-MOTION TO** pay bills

**Motion to pay bills:**

**\*-A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 33 to 71 in the amount of \$63,942.21

HIGHWAY NO 11 to 37 in the amount of \$124,588.02

By Councilman Hilton seconded by Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Old Business:**

Mowing bids were discussed.

**\*-A MOTION WAS MADE** to award the mowing bid for 2016 to Grover's Landscaping and Fencing LLC in the amount of \$4510.00 by Councilmen Hilton seconded by Councilman Elhage.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

Fuel bids were discussed

**\*-A MOTION WAS MADE** to award the fuel bid for 2016 to Mirabitos by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

BOA Vacancies were addressed and applications were read:

**\*-A MOTION WAS MADE** to fill the positons with the following people

Donald Hart, Michael Joy, Belinda Ingersoll by Councilman Hilton seconded by Councilman Scruton

These Positions will be filled in this order giving longest term to Donald Hart, Followed by 2<sup>nd</sup> longest term to Michael Joy and 3<sup>rd</sup> longest term being filled by Belinda Ingersoll.

**New Business:**

Supervisor Redhead led a discussion on an upgrade to the towns Time Warner Cable account. She is in the final steps for the town's .gov website. In order to move forward a decision needs to be made in regards to the Time Warner Cable account. The Town currently has internet & CATV with Time Warner but does not have phone service. Our current phone service is with Windstream. These services are both currently under contract but can be upgraded. Time Warner Cable has presented the Town with 2 options both assuming a 36 month term commitment.

Option 1 Upgrade internet service ONLY at the hall for a TOTAL proposed monthly charge of \$214.99

Option 2 Upgrade internet service & convert existing phone service from current provider to Time Warner Cable at the hall for a TOTAL proposed monthly charge of \$194.99

These prices are good through 3/18/2016. Supervisor Redhead stated we need approval from the board on which option they would like.

**\*-A MOTION WAS MADE** to accept Option 1 by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

A discussion was had about the drainage ditch in front of the town Hall. Councilman Hilton stated it was ugly and he would like to get ahold of the people that did the work and have them come back and make it flush.

**\*-A MOTION WAS MADE** to have Councilman Hilton look into this by Councilman Elhage seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

A discussion was had about Brenda Dann creating the Web-site and training the Town Clerk on how to use it. This would save the town a lot of money and this is something Brenda is very knowledgeable of.

A discussion was started by Highway Superintendent Jim Pettit about the 1 ton Dump. It's a 2002 Chevy and he would like it to be replaced. It's in the shop again. It does not need to be replaced with a truck with a dump box but it seems senseless to put money into a truck that is only worth \$1,500. The emergency break doesn't work. It was suggested that Jim look into the state bid site. Supervisor Redhead stated there was \$50,000 budgeted for machinery and equipment. Councilman Hilton thinks simple would be best. Maybe just a truck that could be used to get parts and such. Supervisor Redhead would like Jim to bring specks of the state bids to the board @ the work shop.

A discussion was had about the boiler at the Town Highway Garage. It has had a lot of issues. It's only been run 4months and it's been serviced multiple times. Councilman Hilton would like a summary put together and brought to Supervisor Redhead so she can contact the company in regards to the troubles we've had in the short amount of time. Something may need to be brought to Allison's attention.

**\*A MOTION WAS MADE** to hold Yager's Payments until this is settled by Councilman Hilton seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

A discussion was had about the CFA Grant Discussion that took place on February 9<sup>th</sup> 2016 Councilman Hilton wanted to report that the most the town could receive from this grant is \$800,000 and it would take \$50,000 out of the interested parties pockets just to “roll the dice”. He stated that it didn’t seem like there are a lot of people with a ton of revenue interested and maybe talking to Mr. Loomis about a garage on his property would be a better option. Vic asked if we could go forward with the renovations on the current garage. Supervisor Redhead stated there are code issues, not enough property, we know we will have to have a bond but she agreed talking to Mr. Loomis may be in the town’s best interest.

\*- A MOTION WAS MADE to talk to Mr. Loomis by Councilman Hilton seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elate, Patricia Redhead

**NAYS:**

**Public session:** None

**Adjournment:** - A MOTION WAS MADE to adjourn at 9:15pm by Councilman Hilton seconded by Scruton.

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**WORKSHOP**

**March 15, 2016**

Those present at the workshop were:

**Present:** Councilman Scruton  
Councilman Loomis  
Councilman Hilton  
Supervisor Redhead

**PALERMO TOWN HALL**

**7:00pm**

**Absent:** Councilman Elhage

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent, Victor Francis, Code Enforcement Officer and 5 public

The following discussions took place:

- Mowing bid had an extra \$100 that was not accounted for it will be put toward clean up.
- Jim Pettit stated he would like a work truck. He was asked to get a breakdown of the bids for the board to look at by next board meeting.
- Supervisor Redhead let the board know that the IT guy will be here to set the Emails up Wednesday at 9am
- Jim talked about which roads he would like to see paved stated 2miles of Villard Rd is what he is considering but will not be able to do a contract until the County can give him a price.
- Code Enforcer Victor Frances talked about the problem with garbage and burnouts.
- Code enforcer Victor Frances mentioned an issue with a 110 Trailer Unit on Island Road Supervisor Redhead would like Vic to contact the developer and the board would like to talk to him about the plans more in detail.
- Supervisor Redhead said there would be a website quote that she will bring to the next meeting so the town can get their website launched.

**Adjournment** - **\*A MOTION WAS MADE** to adjourn @ 8:03pm by Councilman Hilton and seconded by Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Patricia Redhead.

**NAYS:**

Respectfully Submitted,

Elisabeth Joy

Palermo Town Clerk

**WORKSHOP**

**March 15, 2016**

Those present at the workshop were:

**Present:** Councilman Scruton  
Councilman Loomis  
Councilman Hilton  
Supervisor Redhead

**PALERMO TOWN HALL**

**7:00pm**

**Absent:** Councilman Elhage

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent, Victor Francis, Code Enforcement Officer and 5 public

The following discussions took place:

- Mowing bid had an extra \$100 that was not accounted for it will be put toward clean up.
- Jim Pettit stated he would like a work truck. He was asked to get a breakdown of the bids for the board to look at by next board meeting.
- Supervisor Redhead let the board know that the IT guy will be here to set the Emails up Wednesday at 9am
- Jim talked about which roads he would like to see paved stated 2miles of Villard Rd is what he is considering but will not be able to do a contract until the County can give him a price.
- Code Enforcer Victor Frances talked about the problem with garbage and burnouts.
- Code enforcer Victor Frances mentioned an issue with a 110 Trailer Unit on Island Road Supervisor Redhead would like Vic to contact the developer and the board would like to talk to him about the plans more in detail.
- Supervisor Redhead said there would be a website quote that she will bring to the next meeting so the town can get their website launched.

**Adjournment** - **\*A MOTION WAS MADE** to adjourn @ 8:03pm by Councilman Hilton and seconded by Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Patricia Redhead.

**NAYS:**

Respectfully Submitted,

Elisabeth Joy

Palermo Town Clerk

**MARCH TOWN BOARD MEETING- Town Hall**

**March 22, 2016**

Deputy Supervisor Hilton called the meeting to order at 7:08pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Deputy Supervisor and Councilman Hilton  
Councilman Scruton  
Councilman Loomis  
**Absent:** Councilman Elhage  
Supervisor Redhead

**Recording Secretary:** Elisabeth Joy Town Clerk

**Correction to Minutes:** None

**Motion to accept minutes:**

\*- **A MOTION WAS MADE** to accept the minutes of the Previous Month by Councilman Scruton seconded by Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

**Petitions to the Board-** None

**Resolutions:** #11 Transfer of Funds  
#12- McFee Ambulance Contract  
#13- Workplace Policies

**Resolution Approval:**

**Resolution No. 11- Transfer of Funds**

Be it resolved the Town Board Town of Palermo hereby authorizes the transfers of funds from General A1990.4 Contingent in the amount of \$11,294.65 to:

A1110.4 Justice Contractual	\$1088.47	(Over due to Judge Nipper Training)
A1910.4 Insurance	\$2,312.50	(Increase insurance premiums)
A4540.4 Ambulance	\$2,499.68	(Contract was unavailable at time of budget)
A9010.8 NNYS ERS	\$5,394.00	(Over the estimated amount of billing at budget)

And

From Highway DA962 Contingent to  
DA9730.7 Bond Interest in the amount of \$31.40

\*- **A MOTION WAS MADE** by: Councilman Scruton seconded by: Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

**Resolution No 13- McFee Volunteer Ambulance Corporation Contact**

Whereas: the Town Board Town of Palermo has received the contract by and between the Town of Palermo and McFee Volunteer Ambulance Corporation;

Be it resolved that the Town Board Town of Palermo hereby approves the contract by and between the Town of Palermo and the McFee Volunteer Ambulance Corporation for the calendar year 2016 in the amount of \$18,450.68

\*- **A MOTION WAS MADE** by: Councilman Loomis seconded by: Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

### **Resolution No 12- Employment Policies**

Whereas: The Town Board Town of Palermo, has reviewed the required Workplace policies under the New York State Department of Labor Regulation, and

Whereas: The Town Attorney Allison Nelson has reviewed and recommended said policies,

- a. Workplace Violence Policy and Procedures
- b. Sexual Harassment Policy
- c. Whistleblowers Policy

Be it resolved that the Town Board Town of Palermo hereby adopts these policies as amended effective immediately.

**\*- A MOTION WAS MADE** to Table this resolution until April work shop by Councilman Scruton

Seconded by Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

### **Reports**

#### **Judges Report:**

Judge Wood: Fines: \$3,801.00; Civil Fees: \$350.00; Surcharges: \$1441.00; Bail: \$0; Total to Supervisor \$5592.00

Judge Nipper: Fines: \$650.00; Civil Fees: \$.0; Surcharges: \$368.00; Bail: \$0; Total to the Supervisor \$1018.00

#### **Town Clerks Report:**

For the month of February a total of \$5602.18 was turned over to the Supervisor, \$73.00 was collected for Ag & Markets for spay/neutering program. \$45.00 was turned over to the Health Dept. for Marriage License's.

#### **Tax Collectors Report:**

A total of \$201231.84 was taken in for County Taxes in the month of February. A check for \$199,464.44 was written to the County Treasurer to apply toward the warrant. The Clerk stated everything has gone pretty smoothly so far.

#### **Highway Superintendent Report:**

The Dept. of Labor was recently in and did their inspection. The guys have been busy cleaning the roads and cold patching.

It was decided that the topic of a new truck should be TABLED until next month when the supervisor would be present.

**Planning Board:** Planning Board minutes were read:

*Town of Palermo Planning Board Meeting Minutes*

March 8, 2016

Jim Petreszyn opened the meeting at 7:02PM.

**Present:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Diane Kowaleski, Cheryl Smith

**Absent:**

**Recording Secretary:** Angela Miller

**Others Present:** 9 Public

**Motion was made** by Cheryl Smith to approve February minutes and seconded by Diane Kowaleski

**AYES:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Diane Kowaleski, Cheryl Smith

**NAYES:**

**New Business:** Ray Wills, Bubba's ice-cream. Mr. Wills is updating his site plan, he renewed building permit with Vic, may be adding a smoker rig and getting involved with the fair. Chairman Jim Petreszyn stated that for us you already show the ingress/egress, plenty of parking. Ray will make a copy and drop off to us for next month. Ray also had questioned on a piece of his property for a subdivision 240.00-02-02. Discussion took place on neighbor wanting to do land contract versus selling only what neighbor needs. Chairman Jim Petreszyn suggested by moving property line the road frontage would only be 145' and that doesn't meet the code of 175' road frontage, and suggested also maybe doing a right of way and sell 40'-100' instead. Ray question the min feet for right of way and Chairman Jim Petreszyn said 60'. Ray stated that he will talk to his neighbor and see what he wants.

**Old Business: None**

**Correspondence:** Bank Statement, Town & Topics

**Public Hearing:** Gary Gulliver, 2 lot sub division, 187.00-01-20.09. The planning board reviewed proposed subdivision. Public hearing was opened at 7:06pm. No public comment. Public hearing closed at 7:07. The board review SEQR.

by Diane Kowaleski and seconded by Dawn Bristol to declare a negative declaration on Mr. Gulliver's 2 lot subdivision.

**AYES:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Diane Kowaleski, Cheryl Smith

**NAYS**

**A Motion was made** by Randy Kitts and seconded by Diane Kowaleski to approve Mr. Gulliver's 2 lot subdivision.

**AYES:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Diane Kowaleski, Cheryl Smith

**NAYS**

**SD-0001-2016**

**FEE: \$50.00**

**A Motion was made** by Cheryl Smith and seconded by Dawn Bristol to adjourn the meeting.

**AYES:** Dawn Bristol, Randy Kitts, Diane Kowaleski, Cheryl Smith

**NAYS:**

Respectfully Submitted by,  
Angela Miller – Planning Board Secretary

**Board of Appeals** the following report was read

*Town of Palermo Board of Appeals Meeting Minutes*

*Unapproved Minutes*

March 18, 2016

Chairperson Tammy Schwartz opened the meeting at 6:00PM.

**Present:** Belinda Ingersoll, Donald Hart, Tammy Schwartz, Shannon Pettit

**Absent:** Michael Joy

**Recording Secretary:** Angela Miller

**Others Present:** 8

**Case# 01-2016:** Mike & Amy Colgan, 578 Red School House Rd, 221.00-04-29.21, looking for relief from Town of Palermo Code 67-3, 175-foot road frontage or 66 foot right of way. The board reviewed the

survey. Chairperson Tammy Schwartz stated that they currently have 50 foot for a right of way. Chairperson Tammy Schwartz asked if they had any history on the property and Amy stated no. Chairperson Tammy Schwartz asked if the property was vacant and Amy stated yes. Chairperson Tammy Schwartz asked if they were going to build a house and a garage and Shannon Pettit asked where abouts on the property they were going to build. Amy & Mike showed on the screen where on the property this was going to be done. Neighbors Bruce Benware, Durae Dolbear and Charles all had concerns about water issues, not very good water at any of their properties. Amy did state that it is wet back in there on the property.

**A Motion Was Made** by Donald Hart seconded by Shannon Pettit to grant a 16-foot variance from 67-3c relief from 66 foot right of way.

**AYES:** Belinda Ingersoll, Donald Hart, Tammy Schwartz, Shannon Pettit

Closed at 6:41

**A Motion Was Made** by Shannon Pettit seconded by Donald Hart to adjourn the meeting at 6:30pm

**AYES:** Belinda Ingersoll, Donald Hart, Tammy Schwartz, Shannon Pettit

**NAYS:**

Respectfully submitted by,  
Angela Miller – Board of Appeals Secretary

**Dog Control Report:**

# of dog's seized-1

# of dog's redeemed-0

# of dog's transferred-0

# of calls-10

**County Legislator Report:** Dan Stated that the land bank had their first meeting and it is going well. He also talked about a group that met at the Palermo Church OC230.com they will be pursuing a volunteer based organization to come help people when there is a need. They will have a website that will help individuals find grants that they may be eligible for and people in the community that may be able to help them. Dan also said he had 2 replies from the grant meeting held on 2/9/2016 they were Search and Rescue and CITI. Tom told Dan that the board had spoken briefly and no one has the money that would be needed to fund this idea. He thanked him for his time and told him Palermo appreciated the time he put into this grant but we are just not sure it is for us right now.

**Motion to Accept Reports :**

**\*- A MOTION WAS MADE** to approve the reports as given by Councilman Scruton seconded by Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

**Motion to Pay the Bills:**

**\*-A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 76-108 in the amount of \$44,331.35

HIGHWAY NO 38-54 in the amount of \$83807.34

By Councilman Loomis and seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

**Old Business:** None

**New Business:**

-A quote was given by Brenda Dann to set up the Towns Website.

-A quote of \$50 was given by Grounds RCR&R recycling to pick up old electronics that are taking up space in the furnace room.

\*-**MOTION WAS MADE** to table these decisions until the next board meeting when the supervisor was present, by Councilman Loomis and seconded by Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

**Public Session:**

Mark Lasinski President of the Mexico Pop Warner organization asked the board if he could get into the park before May 1<sup>st</sup>. Angela Miller stated she would be available to unlock the gate if they called her. They could get in as early as April. He asked if he could bring in a small building that holds some of their equipment. The board recommended that he talked to the code enforcer to see if this was possible. He also asked if he could buy a stove and paint. Councilman Hilton told him to run these ideas by Vic and have at it.

**Adjournment:** Motion to adjourn was made at 8:25 by Councilman Scruton seconded by Councilman Loomis

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton

**NAYS:**

Respectfully Submitted,

Elisabeth Joy  
Palermo Town Clerk

**WORKSHOP**

**March 15, 2016**

Those present at the workshop were:

**Present:** Councilman Scruton  
Councilman Loomis  
Councilman Hilton  
Supervisor Redhead

**PALERMO TOWN HALL**

**7:00pm**

**Absent:** Councilman Elhage

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent, Victor Francis, Code Enforcement Officer and 5 public

The following discussions took place:

- Mowing bid had an extra \$100 that was not accounted for it will be put toward clean up.
- Jim Pettit stated he would like a work truck. He was asked to get a breakdown of the bids for the board to look at by next board meeting.
- Supervisor Redhead let the board know that the IT guy will be here to set the Emails up Wednesday at 9am
- Jim talked about which roads he would like to see paved stated 2miles of Villard Rd is what he is considering but will not be able to do a contract until the County can give him a price.
- Code Enforcer Victor Frances talked about the problem with garbage and burnouts.
- Code enforcer Victor Frances mentioned an issue with a 110 Trailer Unit on Island Road Supervisor Redhead would like Vic to contact the developer and the board would like to talk to him about the plans more in detail.
- Supervisor Redhead said there would be a website quote that she will bring to the next meeting so the town can get their website launched.

**Adjournment** - \*A MOTION WAS MADE to adjourn @ 8:03pm by Councilman Hilton and seconded by Councilman Scruton

**AYES:** Steven Scruton, Bob Loomis, Thomas Hilton, Patricia Redhead.

**NAYS:**

Respectfully Submitted,

Elisabeth Joy

Palermo Town Clerk

## **April Town Board Meeting- Town Hall**

**April 26, 2016**

Supervisor Redhead called the meeting to order at 7:10pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Supervisor Redhead  
Councilman Hilton  
Councilman Loomis

**Absent:** Councilman Elhage  
Councilman Scruton

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Marty Webster, Assessor; Angela Miller, building and grounds; Dan LeClair, County Legislator; Chris Stewart, USDA, and 3 public

**Corrections to Minutes:** None

**Motion to accept minutes:**

\*-**A MOTION WAS MADE** to accept the minutes of the previous meeting by Councilman Hilton seconded by Councilman Loomis.

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Petitions to the Board:** None

**Resolutions Read:**

Resolution #12- Employee Policies

Resolution #14- Transfer of Funds

**Resolution Approval:**

**Resolution No 12 – Employment Policies**

**Whereas:** The Town Board Town of Palermo, has reviewed the required Workplace policies under the New York State Department of Labor Regulations, and

**Whereas:** The Town Attorney Allison Nelson has reviewed and recommended said policies,

- a. Workplace Violence Policy and Procedures
- b. Sexual Harassment Policy
- c. Whistleblowers Policy

**Be it resolved** that the Town Board Town of Palermo hereby adopt these policies as amended effective immediately.

Resolution introduced by: Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Resolution No. 14- Transfer of Funds**

Be it resolved the Town Board Town of Palermo hereby authorizes the transfer of funds from the General A1990.4 Contingent in the amount of \$691.58 to A1110.4 Justice Contractual \$691.58 (Over Due to Training and Supplies)

**Resolution introduced by** Councilman Loomis and seconded by Councilman Hilton

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Communications:** the following communication were read:

1. The New York Municipal Ins. Reciprocal – offering a few seminar on
2. County Highway Dept. as of February 1, 2016 all snow bills submitted to the office will require the backup material
3. Palermo VFD will be having their annual installation banquet on April 30<sup>th</sup> at 6:00pm
4. NYS Department of Labor sent an employer rights and Responsibilities fact sheet to review
5. Arcadia Bark Busters Inc. sent their intentions for the Sprint Enduro on May 1 2016
6. Dept. of Public Service sent information about the Clean Energy Standard program
7. William Barclays office sent information regarding funding opportunities through the NYS Environmental Facilities Corporation
8. NYS pipeline will offer complimentary training May 10, 2016 at 5:30 at the Holiday Inn in Syracuse
9. NYS Dept. of Taxation and Finance sent their tentative telecommunications ceiling for the 2016 assessment roll.
10. NYS Dept. of Taxation and Finance sent the tentative special franchise full values for the utilities in our municipality.
11. NYS Dept. of State Division of Building Standards and Codes has added a new regulation that fixes the time within which a person served with an order to remedy violation(s) of the Uniform Fire Prevention and Building Code must comply with that order.
12. John Katko send an invite to attend a forum that is being hosted in Fulton to discuss substance abuse in Oswego County on April 4<sup>th</sup>
13. Nelson Law Firm forwarded a letter that was sent about a Variance off Wellwood Drive, in the Town of Mexico. The meeting will be held on April 25 2016 at 6pm at the Mexico Town Hall
14. Nelson Law Firm has relocated to a newly renovated office at 209 West Seventh Street, Oswego, NY 13126
15. United States District Court notified us that our organization has been identified as having been involved in the purchase of municipal derivatives. There is a proposed settlement and we are encouraged to contact them with any questions

**Reports:**

Judge Wood: Fines: \$2,349.00; Civil Fees: \$140.00; Surcharges: \$1131.00; Bail: \$0.00; Total to Supervisor: \$3620.00

Judge Nipper: Fines: \$925.00; Civil Fees: \$0.00; Surcharges: \$311.00; Bail: \$0.00; Total to the Supervisor \$1236.00

Judge Nipper reported that he completed his training. He also reported that there will be a trial starting on May 17<sup>th</sup>

**Town Clerks Report:** For the month of March \$979.88 was turned over to the Supervisor, \$22.50 to the NYS Department of Health for marriage licenses, \$112.00 to the NYS Dept. of Ag and Markets for the say/neutering program and \$23.62 to the NYS Environmental Conservation for fishing licenses. A total of \$1,138.00 was received and dispersed.

**Dog Control Report:**

Total Calls: 9    Dogs Picked up: 2    Dogs Redeemed: 1    Tickets Issued: 0  
Dogs Transferred: 0

**Assessor Report:**

Marty reported that the equalization rate will be kept at the 100% for the town. In order to do this there will be an average increase of 3% across the board. Do to this increase Marty will have extra weekly hours on Wednesday and Saturdays for the month of May. Grievance day is May 24<sup>th</sup>, people can also leave him a message 24hrs a day, and he will promptly return their call.

**Board of Appeals:**

*Town of Palermo Board of Appeals Meeting Minutes*

*Unapproved Minutes*

April 15, 2016

Chairperson Tammy Schwartz opened the meeting at 6:05PM.

**Present:** Belinda Ingersoll, Donald Hart, Tammy Schwartz, Michael Joy

**Absent:** Shannon Pettit

**Recording Secretary:** Angela Miller

**Others Present:** 11, Jim Petreszyn, Chairman of the Planning Board

**Case# 02-2016:** Rosemary Martone, Factory Rd, 205.00-04-26.01, looking for relief from Town of Palermo Code 67-3, 175-foot road frontage. Representing the Martones was Attorney Mike Shanley. Mr. Shanley explained that his client has 149.8' for road frontage now and Mr. Francis told them they had to come to the Board of Appeals to be granted a variance. The board reviewed the survey. Chairperson Tammy Schwartz ask Jim Petreszyn if he knew anything about this lands subdivision. Jim Petreszyn stated that this is a non-conforming lot and was illegally subdivided, from the information that was gathered it was done in 2005 and did not come before planning board. New York State does not give the Board of Appeals authority to subdivide and this is a planning board issue. They need to find out who subdivided it, talk to them and get it corrected. Mr. Shanley stated that Vic told them to come before the Board of Appeals and get a variance. Jim Petreszyn stated that there was plenty from the parent lot and didn't need to be non-conforming. More discussion on a legal subdivision. Jim Petreszyn stated that giving a variance for an illegal subdivision is a reward to the previous owner who did an illegal subdivision. Mr. Shanley stated that Mr. Francis told them to come before this board. Jim Petreszyn stated as Mr. Francis should have with the information he had. Jim Petreszyn stated that he felt sorry for the land owner and that they should go after the previous owner and the previous County Clerk for an

illegal subdivision. This subdivision should have never been filed or receive a final Platt with no stamp, should have been brought to the Planning board and done right. Jim Petreszyn stated that they may even be able to talk to the neighbor to see if they will give him the little bit they need. Discussion on how much and where on the map took place. Mr. Shanley stated that the right thing to do is withdraw the application and talk to the neighbor.

**A Motion Was Made** by Donald Hart seconded by Belinda Ingersoll to adjourn the meeting at 6:24pm  
**AYES:** Belinda Ingersoll, Donald Hart, Tammy Schwartz, Michael Joy  
**NAYS:**

Respectfully submitted by,  
Angela Miller – Board of Appeals Secretary

Planning Board Report:

Town of Palermo Planning Board Meeting Minutes

*Unapproved Minutes*

April 12, 2016

Jim Petreszyn opened the meeting at 7:00PM.

**Present:** Dawn Bristol, Jim Petreszyn,  
**Absent:** Randy Kitts, Diane Kowaleski, Cheryl Smith  
**Recording Secretary:** Angela Miller  
**Others Present:** 0 Public

Minutes were tabled till May meeting

**New Business:** None

**Old Business:** None

**Correspondence:** None

**Public Hearing:** None

Discussion took place on the Tug Hill Conference. Discussion on the upcoming Board of Appeals meeting on April 18<sup>th</sup>.

**A Motion was made** by Dawn Bristol and seconded by Jim Petreszyn to adjourn the meeting at 8:24.  
**AYES:** Dawn Bristol, Jim Petreszyn  
**NAYS:**

Respectfully Submitted by,

Angela Miller – Planning Board Secretary

**Building and Grounds Report:**

Angela reported that she has

- recently changed the filters in the building
- uncovered the bushes in the front of the building
- put new signs up at the park
- took apart back stops
- put up 2 new benches at the park
- put the picnic tables out at the park
- the water is still froze at the park and she is working on that
- She has intensions of working on making the trail at the park handicap accessible
- she is working with the highway garage to remove the trees at the park
- The Recycling Company will be picking up our electronics soon
- She meet with Jean from the county about the water at the park and did an inspection with her.
- contacted 3 people about the trees at the cemetery. The board decided Mid State Lawn and Tree Service would be accepted to do the work.

**\*A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

- there were 2 bids received to do the work on the fence at the park. The Board decided A to Z Contracting would be accepted to do the work.

**\*A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

- a quote was received and accepted by the board from imperial Cleaning Service to strip and wax the floors at the town hall.

**\*A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

- 3 companies were in to look at the work that needs to be done of the Exit doors at the hall. A bid from A-Z Contracting was accepted by the board

**\*A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

- 2 companies were brought in to bid on the wall and window in the clerk's office. The board decided to accept the bid from A-Z Contracting.

**\*A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

- 2 companies came to the Park to bid on the work that needs to be done in the clubhouse. A bid from A-Z was accepted. With the understanding that a more detailed list needs to be but in the contract regarding the work that needs to be done.

**\*A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**County Legislature Report:**

Dan asked that Supervisor Redhead send a letter of support to the Great Lake Ontario National Marine Sanctuary.

**\*-A MOTION WAS MADE** by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Motion to accept Reports:**

**\*-A MOTION WAS MADE** to approve the reports as given by Councilman Loomis seconded by Councilman Hilton

**Motion to pay Bills:**

**\*-A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 109 to 149 in the amount of \$75,063.61

HIGHWAY NO 56 to 68 in the amount of \$88,813.49

By Councilman Hilton seconded by Councilman Loomis.

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Old Business:** none

**New Business:**

Councilman Scruton is resigning from the board. This will leave an empty board seat.

**\*A MOTION WAS MADE** to advertise the opening on the board by Councilman Hilton and seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Public Session:**

Chris Stewart from the USDA came to the board to answer questions they may have in regards to interest in a water district. He told the board that there are many programs that help with water and sewer though out the state. Eric Johnson would be our representative but he was unable to be here tonight. Supervisor Redhead spoke and said that many of our surrounding towns currently have water and sewer and have shown interested in connecting with us. Our residents have shown greater interest in having a water district due to the DEC wanting drilled wells, which cost more. Supervisor Redhead stated that the town is in the very beginning stages of this process and asked what our first step should be. Stewart advised hiring an engineer or a fiscal advisor. Stewart said that when taking figures from similar towns the cost would be around \$800 a yr. per household. This figure includes the water. Residents would see an increase in their taxes for part of the cost and the rest would be billed to them for the water they use.

**Adjournment:** \*- A MOTION WAS MADE to adjourn at 9:00 by Councilman Hilton and seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

Respectfully Submitted,  
Elisabeth Joy

Palermo Town Clerk

**WORKSHOP**  
**APRIL 19, 2016**

Those present at the workshop were:

**Present:** Councilman Scruton  
Councilman Loomis  
Councilman Hilton  
Councilman Elhage  
Supervisor Redhead

**Absent:**

**Recording Secretary:** Jean Hart, Deputy Town Clerk

**Others Present:** Victor Francis, Codes Enforcement Officer; Angela Miller, Building and Grounds; and 7 public

The following discussions took place:

-Highway agreement

**\*-A MOTION WAS MADE** to approve the Highway agreement by Councilman Hilton Seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

- Notice of Violation from the NYS Dept. of Labor, They will get an electrician for the outlets and ask Jim about bench grinders. Violations will be fixed ASAP
- Park Concession Stand repairs were discussed
  - Concession Stand was cleaned but needs to be painted and have the repairs before it will pass inspection
  - Old uniforms and equipment were donated to Tiffany's Touch to recycle.
  - One quote was given from a contractor/waiting on more
  - Pop warner can utilize equipment that was not junked
  - Maybe after Heath Dept. inspections the concession can be rented out
  - from here on out it needs to be thoroughly cleaned before and after each season
- Andy VanCamp from Arcadia Bark Busters was present to discuss a letter he received from the county concerning sprint/endoro race at Seely Brook Farm. He went over the event map and explained what will happen the day of the event to the Town Board Members. Vic said there seems to be no organization and VanCamp explained race order. Supervisor Redhead asked about insurance policy and VanCamp said he had it with him. Supervisor Redhead stated that if the County did not need a permit then the town does not need one.
- Supervisor Redhead asked Al Gristwood how the cleanup is coming along. He stated #3 is done as far as fire lanes. He is working on other fire lanes. Fence is going up, and trees are being cut. He has moved 7 trailers, some trucks and cars into the fence for now. Vic added that he is working with Al and he is staying in contact.
- Angela stated Real Property Pictronomy online has new maps. Renew is \$75.00 and will be prorated to \$51.00. The board agreed to renew.

- Angela checked into electronics disposal where Dan LeClair suggested buy they no longer do it NCR&R is \$50.00 per pallet- \$5.00 per hard drive destruction

**\*-A MOTION WAS MADE** to disposal using NCR&R by Councilman Elhage Seconded by Councilman Scruton.

**AYES:** Steven Scruton, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS**

- Angela stated the water at the park should be going this week. There were some new benches put out at the park also and she would like some to cut down the trees at the cemetery and on the nature walk at the park. Councilman Hilton suggested having the town guys do the work with the trees and Supervisor Redhead agreed. Angela will talk to Jim about the work that needs to be done.
- Angela mentioned that she had one quote for the doors that need to be replaced at the hall the board asked that she get a few more quotes.
- Angela mentioned that a fence or a gate at the park where the overflow parking lot is needed. Hunters park and go in there. Supervisor Redhead stated a gate would be best. Supervisor Redhead asked Angela about the grant for the work that needs to be done on the bathrooms and Angela said she was working on that.
- Vic brought up that Carbon dioxide detectors needed to be put in the Hall and Supervisor Redhead said wall units would be fine the board agreed.
- Vic stated that someone wanting to build a summer home on factory rd. had an issue with the BOA because land was illegally subdivided in 2005. The subdivision was stamped accepted by the County buy not by the town. Supervisor Redhead said they need to fix the subdivision problem before they can be approved for anything here. They need to go to the planning board with a site plan. Subdivision needs to be redone.
- Supervisor Redhead told Vic that she has been getting complaints about junk violations. She would like him to go town wide and make a list of properties that need to be cleaned up. Be consistent town wide issue warnings then give them 30days to comply or fines will be issued.

Adjournment: **\*-A MOTION WAS MADE** to adjourn at 8:32 by Councilman Scruton seconded by Councilman Elhage

Respectfully Submitted,

Jean Hart  
Deputy Town Clerk

## May Town Board Meeting- Town Hall

May 31<sup>st</sup> 2016

Supervisor Redhead called the meeting to order at 7:20pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Supervisor Redhead                      **Absent:** Councilman Elhage  
                  Councilman Hilton  
                  Councilman Loomis

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** 6 public

**Corrections to minutes:** None

### **Motion to accept minutes:**

\*-A MOTION WAS MADE to accept the minutes of the previous meeting by Councilman Hilton seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Petitions to the Board:** None

### **Resolutions Read:**

Resolution #15 Transfer of Funds

### **Resolutions Approval**

#### **Resolution No. 15 – Transfer of Funds**

Be it resolved the Town Board Town of Palermo hereby authorizes the transfer of funds from General A1990.4 Contingent in the amount of \$72.55 to:

                  A1110.4 Justice Contractual     \$72.55 (Over due to Receipt books)

**Resolution introduced by** Councilman Loomis Seconded by Councilman Hilton

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Communications:** The following communications were read:

1. Oswego Co Heath Dept. RE: Jason Allen Violation
2. Pathfinder Bank
3. Syracuse University
4. DEC RE: Reclamation Permit Gulliver E Gravel Pit
5. Summer Planning and Zoning School Schedule
6. NYS taxation and Finance
7. NYS Dept. of labor
8. 24 annual ReLeaf Conference July 14<sup>th</sup>-16<sup>th</sup>
9. NYS notary

**Reports:**

**Judges Reports:**

Judge Woods: Fines: \$1960.00; Civil Fees: \$15.00; Surcharges: \$1000.00; Bail: \$.0; Total to the Supervisor \$2975.00

Judge Nipper: Fines: \$307.00; Civil Fees: \$.0; Surcharges: \$211.00; Bail: \$.0; Total to the Supervisor \$518.00

Judge Nipper also turned over a \$75.00 check for the reimbursement of opening his account

**Town Clerks Report:** For the Month of May \$984.04 was turned over to the Supervisor, \$45.00 to the NYS Dept. of Health for marriage licenses, \$127.00 to the NYS Dept. of Ag and Markets for the Spay/ Neutering program and \$51.96 to the NYS DEC for fishing licenses. A total of \$1208.00 was received and dispersed.

**Dog Control Report:**

Total Calls:13   Dogs Picked up: 1   Dogs Redeemed:1   Tickets Issued: 2

Dogs adopted:1

**Codes Report:**

**Town of Palermo  
Codes Enforcement Office**

May 5 2016

Palermo Town Board  
53 County route 35  
Fulton NY 13069

RE: Mobile Park & Junkyard Inspections

Dear Board Members:

On May 5 2016, inspections were performed on all 3 Mobile Home Parks and Junk yards. A visual assessment was completed on all 48 available lots, with 46 being currently occupied (2 Vacant at Sundown). At this time, three junk yards Jameson's, Bradley's and Coopers passed inspection, Burton Junk yard has numerous violations to include

1. Front gates inoperable
2. Heavy equipment blocking fire lanes.
3. Debris blocking fire lanes.
4. Debris left outside of fenced in yard of junkyard after hrs. of operations
5. Dismantling of mobile home and junk vehicles outside of junk yard property
6. Remains of dismantled mobile homes are being dumped in the back of the property and not disposed of properly. Town law 85-8G

The following mobile home parks were inspected Sundown, Island Road and Heaphy of all three Heaphy was the only one to pass.

Sundown has the following violations.

1. Multiple lots holding debris
2. Multiple decks and stairs failing or in the process of failing and missing hand rails
3. Stacks of fire wood and consumable debris against trailers

Island Road has the following violations

1. Illegal swimming pool no permit no fence or alarms
2. Two burn area full of furniture and other items to be burned.

At this time, I am recommending no licenses be issued for the properties not in compliance, if you have any questions or concerns please contract me.

Sincerely,

Victor M Francis

Code Enforcement Official

Cc: Town Clerk File

**Planning Board Report:**

*Town of Palermo Planning Board Meeting Minutes*

*Unapproved Minutes*

May 10, 2016

Jim Petreszyn opened the meeting at 7:04PM. **Present:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Cheryl Smith

**Absent:** Diane Kowaleski

**Recording Secretary:** Angela Miller

**Others Present:** 9 Public

**A Motion was made** by Dawn Bristol and seconded by Jim Petreszyn to approve the April meeting Minutes.

**AYES:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Cheryl Smith

**NAYS:**

**A Motion was made** by Dawn Bristol and seconded by Randy Kitts to approve the March meeting Minutes.

**AYES:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Cheryl Smith

**NAYS:**

**New Business:** Nicole & Rick from Escape the Estate and Fright mare farms giving an update. Plan on doing a Scream Break the 1<sup>st</sup> weekend in June.

Connie Switts, 189.00-03-15, 2 lot subdivision. Connie was looking at doing a 2 lot subdivision and information on how to go about it. Chairman Jim Petreszyn stated that they needed at least 175' road frontage.

William Cook, 221.00-01-16, looking to do a sign site plan. Going to sell cars on the property in Volney but need to put a sign up in Palermo on his grandfather's property. Chairman Jim Petreszyn stated the board will need to see dimensions of the sign, drawn to scale, orientation to the road. Chairman Jim Petreszyn also stated when site plan is complete it will need to be sent to the county.

Ted Boone is in the process of selling the Island Rd Mobile Home Park. Questioned whether the new owner would be able to expand the mobile home park. The board reviewed the lot in question next to the mobile home park. Chairman Jim Petreszyn stated that he did not see anything that jumps out and I am not say yes the new owner will be able too but nothing jumps out at me. Proper procedure must be followed in order to move forward with a site plan. Mr. Boone stated there is no access roads or anything there

**Old Business:** Ray Willis, 205.00-07-13, updating site plan. Site plan includes indoor seating, new outdoor area, cart for veggie stand, 2 truck will be removed, half cab attached to building to hide air compressors, & a portable grill rig. Site plan needs to be sent to Oswego county planning.

**Correspondence:** Bank, Oswego County Kocher subdivision filing

**Public Hearing:** None

**A Motion was made** by Dawn Bristol and seconded by Randy Kitts to adjourn the meeting at 8:26.

**AYES:** Dawn Bristol, Randy Kitts, Jim Petreszyn, Cheryl Smith

**NAYS:**

Respectfully Submitted by,  
Angela Miller – Planning Board Secretary

**Buildings and Grounds Report:**

**Buildings & Grounds April Report**

- Nature Trail trees are trimmed and leaves blown off trail. Bridges fixed
- Walking trail cleaned off
- Finished up raking at hall and park
- Mulching is done at Park with the help of the Highway Dept.
- Placed topsoil around the tree by large pavilion as a lot of the roots were showing and is a tripping hazard, ready for seed
- Fixed dugouts as some of the tongue & groove was loose and some benches were loose
- Pressure washed the outside of bathroom
- Painted picnic tables, benches, dug outs and bleachers
- Water tested and passed at Park
- Trees were cut by bathroom and holes filled by Highway Dept. & raked by Vic. Already for seed.
- New dumpster has been placed by concession stand.
- Horseshoe pits have been filled with sand
- Plumbing in concession stand fixed
- New garbage cans are out, placed 2 garbage cans out on nature trail
- Hop scotch and 4 square are painted on black top
- Weeded
- Picnic tables have been fastened to the concrete
- Concession stand – started siding, new soffit installed, old VCT floored disposed of, ceilings painted. Hoping to have siding finished and painting done this week.
- Gate is up at the over flow parking lot at Park
- Pop Warner should be starting practices this week at the Park
- Contacted Grover's Landscaping with some issues as they were parking and unloading on the basketball courts instead of the parking lots, preventing the courts to be used while they were mowing, issues with weed eating and moving bleachers to mow.
- Electronics have been picked up for disposal, they left me a box to start throwing electronics in it as they die out.
- Floors & Carpets have been cleaned/stripped & waxed

**Motion to accept Reports:**

**\*-A MOTION WAS MADE** to approve the reports as given by Councilman Loomis seconded by Councilman Hilton

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Motion to pay Bills:**

**\*-A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 150 to 193 in the amount of \$46,363.98

HIGHWAY NO 69to 82 in the amount of \$33,903.64

By Councilman Hilton Seconded by Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**Old Business:** Pop Warner Contract

**\*A MOTION WAS MADE** to accept the Pop Warner Contract by Councilman Loomis Seconded by Councilman Hilton

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

**New Business:**

Department Audits will be done at the July workshop set for July 19<sup>th</sup> 2016

Councilman Hilton asked that we wait to interview the 4 people interested in the open Board Position until June 21<sup>st</sup> when Councilman Elhage is present.

**Public Session:**

**Adjournment:**

**\*- A MOTION WAS MADE** to adjourn at 8:03pm by Councilman Hilton seconded Councilman Loomis

**AYES:** Bob Loomis, Tom Hilton, Patricia Redhead

**NAYS:**

Respectfully Submitted,  
Elisabeth Joy

Palermo Town Clerk

## **June Town Board Meeting- Town Hall**

**June 28, 2016**

Supervisor Redhead called the meeting to order at 7:20pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Councilman Hart  
Councilman Loomis  
Councilman Hilton  
Councilman Elhage  
Supervisor Redhead

**Absent:**

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others present:** Angela Miller Building and grounds, Jim Pettit Highway Superintendent, Al Gristwood

**Motions to accept minutes:** Tabled

### **Resolutions:**

16-Transfer of funds

### **Resolution Approval:**

#### **Resolution No: 16- Transfer of funds**

Be it Resolved the Town Board Town of Palermo hereby authorizes the transfer of funds from General A1990.4 Contingent in the amount of \$51.66 To A1110.4 Justice Contractual (over due to Judge's Training)

Resolution introduced by Councilman Elhage seconded by Councilman Hilton

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Communications:** The following communications were read:

1. State of NY office of the Attorney General- Going Solar
2. NYS Dept. of Taxation and Finance- a tentative 2016 State equalization assessment roll has been established.
3. NYS Government Finance- Central Summer Seminar Aug 4,2016
4. Pathfinder bank – there was an issue with the new routing number the bank is rectifying the issue
5. State of NY Public Service Commission
6. NYMIR sent the subscriber accounting statement covering fiscal year 2015
7. Oswego Co legislature sent a list of events taking place in the county for the Counties Bicentennial

## **Reports**

### **Justice Report:**

Judge Wood: Fines: \$2977.00; Civil Fees: \$20.00; Surcharges: 1571.00; Bail: \$0.00; Total to the supervisor \$4568.00

Judge Nipper: Fines: \$1500.00; Civil Fees: \$0.00; Surcharges: \$660.00; Bail: \$1000.00; Total to Supervisor \$2160.00

### **Town Clerk's Report**

For the Month of May, \$7395.55 was turned over to the Supervisor, \$22.50 to the NYS Dept. of Health for marriage licenses, \$216.00 to the NYS Dept. of Ag and Markets for the Spay/Neutering program and \$23.62 to the NYS DEC for licenses. A total of \$7657.67 was received and dispersed.

### **Planning Board:** Planning Board minutes were read:

June 14, 2016

Jim Petreszyn opened the meeting at 7:01PM.

**Present:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol (entered 7:03)

**Absent:**

**Recording Secretary:** Angela Miller

**Others Present:** 5 Public

**A Motion was made** by Randy Kitts and seconded by Cheryl Smith to approve the May meeting Minutes.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYS:**

**New Business:** Linda Hopper, 1182 Co Rte 4, 206.00-04-07.04, 2 lot subdivision. The planning board reviewed proposed subdivision. A public hearing is to be scheduled for July 12<sup>th</sup> at 7:00pm.

Angela Mills, Sundown Rd, 170.01-01-23, 2 lots subdivision. Ms. Mills stated that she would like to subdivide so her dad can live closer to her, she has 15 acres. Chairman Jim Petreszyn stated that she had enough road frontage and the next step would be to hire a surveyor. The planning board reviewed proposed subdivision.

**Old Business:** None

**Correspondence:** Oswego County Planning -Bubba's site plan

**Public Hearing:** None

**A Motion was made** by Randy Kitts and seconded by Dawn Bristol to adjourn the meeting at 7:25pm.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYS:**

Respectfully Submitted by,

Angela Miller – Planning Board Secretary

### **Highway Report:**

Jim presented the board with the one quote for a new truck that he has at this time. FX hasn't called him back. Tim wonders if we could get it cheaper if it has less things, things we could do with out. A lot of money for something we don't need. It's got bells and whistles that are upwards to \$12,000 that may not need to be spent. Patty asked the board if we should bid. We have \$50,000 in the budget. Tom would like Jim to call the dealer and ask them to drop the price or get one with out the things that we need, for the price that we are willing to spend. Patty suggested Jim takes off the options he didn't need and ask for another bid. She also recommended he bids out the international.

### **Dog Control Report:**

Total Calls: 11   Dogs seized: 0   Dogs Redeemed: 0   Tickets Issued: 0   Dogs adopted: 0

**Code Enforcement Officer Report:** Supervisor Redhead stated Vic could not be here tonight but did send a report stating letters were sent to the Mobile Home Park on Sundown Rd and Island Rd in regards to their violations, they are actively working on correcting the violations. A letter was also sent to Val Burton in regards to his violations at his junk yard and he has not made contact to let Vic know how progress is going at this time.

### **Buildings and Grounds Report:**

- Flowers planted
- Concession stand is complete.
- Pop Warner had their first game and it went well. Parking was good. They had people directing traffic to the over flow parking.
- Mr. Rooter had to come out and unclog men's toilet
- Gutters are being installed on concession stand on June 30<sup>th</sup>, as there is water coming into the building under the back door as the water off the roof hits the concrete and comes in building. If not fixed the new floor is going to pop up. Seamless gutters like on the Hall
- Community service Question was asked- Supervisor Redhead suggested sending kids that wanted to do community service be sent to the cemetery association as the town does not have a contract to do community service projects at this time.
- Hood/Fire Suppression Quote was given to the board members in regards to the hood that needs to be put on the oven in order to meet NYS requirement.

**County Legislator Report:** Dan sent an email to Supervisor Redhead that read as follows-

Hi Patty,

Sorry I can't be with you tonight, unfortunately I got ill last night. I want you to know that there is a couple of things that might be of interest to the board.

-First, Town of Hastings has voted to go forward with mg all the rest of the town whole with water. There may be a real opportunity to partner with them on much needed water districts.

-Secondly, Workforce Development in Fulton has funding to put 375 young adults from ages 16-24 to work through their summer program. To my knowledge they only have about 140 signed up, so if you know of any who want a full time job over the summer please pass it on

-Thirdly, ARC of Oswego County along with Office of the Aging is sending out surveys concerning adult senior day care needs. They are trying to establish areas in the county where the need is and are looking to organizations or churches that might be interested in running one. If you could please pass on to any interested to contact those agencies for more info.

-Fourthly, I went to a presentation on the Marine Sanctuary this past week and was asked to reach out to the towns I represent to make sure they have sent in letters of support for this project. Please if you have not please do so. It would be a great help to our county.

-Next, the Land bank of Oswego County is considering properties and has already taken six off of tax auction to develop, it is imperative that all towns consider their zoning. The land bank will not consider a property is there is no assurance that after they get done investing that someone could just come in and place an old trailer or junkyard next door. Worth taking a look at.

-Lastly, my wife and I are running a 4H club and presently we have 17 kids involved from ages 6-12. We are getting ready for the county fair August 10-14. The kids are showing chickens, rabbits and pigs. So we have a very busy summer planned. If you are up to the fair look us up.

-Hope all is well and as always if you have any concerns or questions please let me know. Give my regards to the board and God bless.

Legislator Dan LeClair

**Motion to accept Reports:**

\*- **A MOTION WAS MADE** to approve the reports as given by Councilman Elhage seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Motion to pay Bills:**

\*-**A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 194 to 232 in the amount of \$44289.30

HIGHWAY NO 83 to 94 in the amount of \$254534.39

By Councilman Loomis seconded by Councilman Hart

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Old Business:** Donald Hart resigned from the BOA. As a result

\*- **A MOTION WAS MADE** to run an add for the opening position on the BOA by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

\*-**A MOTION WAS MADE** to accept the bid given by Brenda Dann to create the town's website by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage,

**ABSTAINED:** Patricia Redhead

**NAYS:**

**New Business:** None

**Public Session:** Al Gristwood brought it to the boards attention that he has been busy working on his violations. He has

- Gotten rid of tires
- Worked on fence
- Worked on the road

Patty asked him if he has talked to Vic about this. She let him know that he needs to set up a time that works for both him and Vic and do an updated walk through of the property.

**Adjournment:** Motion to adjourn was made at 8:25pm by councilman Elhage seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**WORKSHOP**  
**June 21, 2016**

**PALERMO TOWN HALL**  
**7:00PM**

Those present at the workshop were:

**Present:** Councilman Hilton  
Councilman Elhage  
Supervisor Redhead

**Absent:** Councilman Loomis

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent; three Public

The following discussions took place:

- Jim has contacted three dealers about the new truck.
- Jim also reported that the paving on Villard and Town Line roads are complete.
- Island Rd has been prepped and will be ready to pave next spring.

**\*-A MOTION WAS MADE** to go into executive session for the purpose of interviews for the open Town Board position by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**\*-A MOTION WAS MADE** to end the executive session by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS**

**\*-A MOTION WAS MADE** to appoint Donald Hart into the open position of Councilman on the board effective immediately by Councilman Elhage seconded by Councilman Hilton.

**AYES:** Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS**

**Adjournment:-**

**\*-A MOTION WAS MADE** to adjourn at 8:40pm by Councilman Hilton seconded by Councilman Elhage

**AYES:** Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS**

Respectfully Submitted,  
Elisabeth Joy

Palermo Town Clerk

## July Town Board Meeting- Town Hall

July 26, 2016

Deputy Supervisor Hilton called the meeting to order at 7:20pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Councilman Hart  
Councilman Loomis  
Councilman Hilton  
Councilman Elhage

**Absent:** Supervisor Redhead

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others present:** Jim Pettit Highway Superintendent, Judge Donald Nipper, Victor Francis Code Enforcement Office, 3 Public

**Motions to accept minutes:** from May and June was made by Councilman Hart Seconded by Councilman Loomis

### Resolutions:

None

### Reports

**Supervisor Report:** Supervisor Redhead presented the following to the board

Account Balances as July 2016

General Fund Checking:	\$202,939.08	Highway Fund Checking:	\$145,896.47
General Capital:	\$131,999.01	General Money Market:	\$298,432.57
Highway Capital:	\$158,487.74	Highway Money Market:	\$447,129.73
Raymond Bond:	\$8,297.47	Park Capital:	\$28,035.56
Park Reserve:	\$567.72		

### Justice Report:

Judge Wood: Fines: \$1851.00; Civil Fees: \$160.00; Surcharges: 846.00; Bail: \$0.00; Total to the supervisor \$2857.00

Judge Nipper: Fines: \$1074.00; Civil Fees: \$0.00; Surcharges: \$766.00; Bail: \$.00; Total to Supervisor \$1840.00

### Town Clerk's Report

For the Month of May, \$1518.92 was turned over to the Supervisor, \$22.50 to the NYS Dept. of Health for marriage licenses, \$173.00 to the NYS Dept. of Ag and Markets for the Spay/Neutering program and \$756.58 to the NYS DEC for licenses. A total of \$1518.92 was received and dispersed.

**Tax Collector:** The Final Break Down for Tax season 2016 was given to the town.

Penalty \$5399.25  
2<sup>nd</sup> Notice fee \$234.00  
2<sup>nd</sup> Notice Credit \$510.00  
Misc. Fee's \$2.13  
Rt Ck Fee \$35.00  
Total Interest \$56.72

At total of \$6237.10 was written to the supervisor.

**Highway Report:**

Jim reported

- That the CHIPS paper work came in and he will get with Patty to go over it.
- Pipers are covered on Island Rd and Paradise Rd
- He was able to get a Fleet number for the town
- In addition, a fax had just come in from FX Caprara for quote on a new truck they have on the lot. After some review and discussion, the board agreed the quote was within budget and will meet the needs of its intended use.

\*- **A MOTION WAS MADE** to purchase the truck from FX Caprara by Councilman Elhage seconded by Councilman Hart

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage,

**NAYS:**

**Dog Control Report:**

Vic told the board that there would be a Dog Case in the Court Thursday July 28 @ 5pm. Other than that, it has been good the phone has not been ringing which is a good thing.

**Code Enforcement Officer Report:** Vic told the board that he sent Burtons Junk yard a letter on June 8<sup>th</sup> a second letter was sent June 18<sup>th</sup> and there has been no response. A third letter has been drafted. Vic then showed the board an aerial picture of the junk yard and pointed out some of the concerns he has. Councilman Hilton thinks the third letter is a good idea and thinks Burtons will come into compliance because they always have in the past.

**County Legislator Report:** Dan sent an email to Supervisor Redhead that read as follows-  
Supervisor Redhead and Town Board,

My apologies once again for my absence at the meeting tonight. It has been an extremely busy season with not only county responsibilities but also church/ministry duties and 4H. We are trying like crazy to get kids and animals ready for the fair (August 10-14), thus my absence tonight. I have both 4H and special meeting at church. Thankfully, my schedule will return to normal after the county fair. The following is a list of things I am presently working on.

1. Senior Adult Day Care. WE have no such services in the county right now and the need is evident. We are working with OFA and ARC of Oswego County to identify and create sights where caregivers could bring their senior loved ones for a day knowing they will be taken care of in order to give the caretakers respite time.

2. I have been working with County Youth Bureau securing some grant funding for Camp Zerbe, which has just been reported that we will receive 100,000 dollars for building renovation, trail and pathway and landscaping design, along with a dock system so people can launch canoes and kayaks on Lake Lorraine. Camp Hollis will be receiving a pool lift to make the pool ADA accessible.
3. I have also been working with County Youth Bureau on a forum in which we will showcase all service providers and available programs within county to school, medical, church and clergy, government and law enforcement professionals. Goal being to make people aware of what we have to help people in need without duplication of services.
4. I, along with other members of Legislature, have already started to aggressively study the budget. It is going to be a tough budget year with so many unknown factors.
5. I have been appointed to the Office of the Aging Advisory Board and am working with a representative group of seniors on issues pertaining to our senior citizens.
6. I have been working closely with new DSS Commissioner to enhance efficiency within the department.
7. The Task Force on Poverty is presently going through some changes to become more streamlined and focused on specific and targeted areas of importance.

I hope this report is informative to you and I WILL BE THERE NEXT MONTH!

As always, if you have any questions or concerns please feel free to contact me. (315) 676-5998

God Bless,

Dan LeClair

**Motion to accept Reports:**

\*- **A MOTION WAS MADE** to approve the reports as given by Councilman Hart seconded by Councilman Elhage.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

**Motion to pay Bills:**

\*-**A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 233 to 266 in the amount of \$43145.15

HIGHWAY NO 95 to 110 in the amount of \$47302.96

By Councilman Elhage seconded by Councilman Hart

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**Old Business:**

- The ad for the BOA was placed and there was one letter of interest submitted. The board questioned the applicant.

\*- **A MOTION WAS MADE** to offer Dawn McQuown the position by Councilman Loomis seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

It was brought to the board's attention that Judge Nipper did have a sovereign citizen come in on July 18. The sheriff has been notified, if they come in they may ask if judges take an oath, and Councilman Hilton advised that if anyone were to be confronted by them let the authorities know.

**New Business:** Judge Nipper asked for the board's approval to attend a training and Councilman Hilton suggested he would need to talk to Patty at the August workshop to be sure there is money in the budget.

**Public Session:**

Don Baldwin asked about water for our town. Councilman Hilton stated there is a lot of work to be done. We are looking into a lot of information on this and there is still a lot that is needed before we can move forward. Dawn McQuown asked about pricing per district. Councilman Hilton said each district would have different needs but there is not an answer for that right now, but it should be about the same for each district. The engineer will figure all that out. After he figures that out, we will have to have a public vote. Councilman Loomis added it will be a HUGE cost even with grants and gave a few examples.

**Adjournment:** Motion to adjourn was made at 7:55pm by councilman Elhage seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

**WORKSHOP**  
**July 19, 2016**

**PALERMO TOWN HALL**  
**7:15pm**

Those present at the workshop were:

**Present:** Councilman Hart  
Councilman Loomis  
Councilman Elhage  
Supervisor Redhead

**Absent:** Councilman Hilton

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Victor Francis, Code Enforcement Officer; one Public

The Following discussions took place:

- Victor led a discussion about the mobile home parks and junkyard inspections in the town. He stated at this time the mobile home parks were in compliance and should be granted their licensing permits. Burtons Junkyard on the other hand is not in compliance. Multiple violations need to be addressed at this time. Victor presented the board with photos of these violations and the letter that was sent to Val Burton on June 9<sup>th</sup>. Supervisor Redhead thinks that there maybe 3 property owners that will need to receive an official letter at this time in regards to the junkyard property. In addition, the DMV and the DEC should be notified that they are currently operating without a license. Val Burton should be sent an additional letter sighting him for dumping on the property he owns across the road from the junkyard business.

**\*-A MOTION WAS MADE** to authorize Victor to give a 30 day notice to the properties located at both 629 and 645 Co Rte. 35 Fulton NY. These notices should be sent to Shawn, Val, and Buck Burton. The letter should state that they are operating without a junkyard permit and are in violation giving them 30 days to be in compliance. In addition a notices needs to be sent to Val Burton for operating without a junkyard license at 614 Co Rte. 35 Fulton NY, by councilman Hart seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Jay Elhage, Patricia Redhead

**NAYS:**

- Audits will be done on August 9<sup>th</sup> at 6:30pm

**Adjournment:** **\*-A MOTION WAS MADE** to adjourn at 8:30 by Councilman Hart seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Jay Elhage, Patricia Redhead

**NAYS:**

Respectfully Submitted,  
Elisabeth Joy,

Palermo Town Clerk

**August Town Board Meeting- Town Hall**

**August 23, 2016**

Supervisor Redhead called the meeting to order at 7:15pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

<b>Present:</b>	Councilman Hart	<b>Absent:</b>
	Councilman Loomis	
	Councilman Hilton	
	Councilman Elhage	
	Supervisor Redhead	

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others present:** Judge Donald Nipper, Victor Francis Code Enforcement Office, Legislator Dan LeClair, and public, Julie Weaver, Buck Burton, Jean Hart

**Motions to accept minutes:** from July was made by Councilman Hilton Seconded by Councilman Elhage

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Petitions to the board:** None

**\*-A MOTION WAS MADE** to enter into executive session at 8:30pm by Councilman Hilton seconded by councilman El-Hage for the purpose of legal matters.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS**

**\*- A MOTION WAS MADE** to close executive session at 8:55pm by Councilman El-Hage seconded by Councilman Hilton.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS**

**Resolutions:**

#17 Transfer of Funds

**Resolution No.17 - Transfer of Funds**

Be it resolved the Town Board Town of Palermo hereby authorizes the transfer of funds from the General A1990.4 Contingent in the amount of \$50.00 to A1110.4 Justice Contractual \$50.00

(Over due to Training)

**\*-A MOTION WAS MADE** by Councilman Loomis seconded by Councilman Hart

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**Communications:** Supervisor Redhead read the following communications:

1. Oswego County Dept. of Solid Waste- tipping fee schedule
2. NYS Dept. of Taxation & Finance- final State equalization rate of 100.00 for 2016
3. NYS DEC- Permit for the Gulliver East Gravel Pit
4. Syracuse University- RE: a questionnaire
5. NYS DEC Oneida Lake Watershed Discovery Process
6. Costello Cooney Fearon- Town of Schroepfel Proposed local law
7. State of NY Public Service Commission
8. County of Dutchess “ Think Differently”
9. NYS DEC – Oneida Lake Watershed Discovery Process
10. Cornell University- Cornell Local Roads Program
11. NYS Office of the State Comptroller- Accounting and Financial Reporting for Pensions as Required by GASB 68
12. NYS Comptroller – Division of Local Government at School Accountability
13. Financial Reporting Notes to the Financial Statemanets
14. Bernier, Carr & Associates- Planning Board Supports

**Reports**

**Supervisor Report:** Supervisor Redhead presented the following to the board

Account Balances as July 2016

General Fund Checking:	\$	Highway Fund Checking:	\$
General Capital:	\$	General Money Market:	\$
Highway Capital:	\$	Highway Money Market:	\$
Raymond Bond:	\$	Park Capital:	\$
Park Reserve:	\$		

**Justice Report:**

Judge Wood: Fines: \$2521.00; Civil Fees: \$0.00; Surcharges: \$854.00; Bail: \$500.00; Total to the supervisor \$3875.00

Judge Nipper: Fines: \$664.00; Civil Fees: \$0.00; Surcharges: \$304.00; Bail: \$.00; Total to Supervisor \$968.00

**Town Clerk’s Report**

For the Month of May, \$1551.38 was turned over to the Supervisor, \$90.00 to the NYS Dept. of Health for marriage licenses, \$168.00 to the NYS Dept. of Ag and Markets for the Spay/Neutering program and \$23.62 to the NYS DEC for licenses. A total of \$1551.38 was received and dispersed.

### **Code Enforcement Officer Report:**

Vic led a discussion about an ongoing issue with the Burtons Junk Yard. Again, he showed the town board an image of the junk yard and explained that they still have not come into compliance at this time. He also pointed out that there are problems with junkyard properties having residential housing on it and residential property having junkyard debris on it. Buck Burton was in attendance and spoke to the board. He stated that his plan is to come into compliance with the town in order to continue operating the junk yard as they have for over 50 years. Councilman El-Hage asked what would happen if they no longer want a junkyard permit. Vic told him that it then would be a DEC matter and the waste and debris would have to be taken care of in the correct way. Vic told the board that the date of September 9<sup>th</sup> 2016 has been given as the dead line to come into compliance. Supervisor Redhead explained to Buck that the reasoning for him getting the letter was because all three brothers own the property. This holds them all responsible for what goes on with the business, as far as the town is concerned. Patty suggested that Buck talk to his lawyer and get something in writing in regards to his intentions and we will talk to our legal dept. Councilman Hilton thinks this needs to be resolved internally and the town needs to send out the fines to get things rolling. Buck Burton again stated that his intentions are to not get fines and he feels coming into compliance and addressing the legal matters over the next year are in his best interest.

### **Rec Director Report:**

The Rec program was a success this year! We had a total of 122 kids signed up with an average of 50-60 kids daily. We served both breakfast and lunch through the summer feeding program at Mexico Schools. Throughout the program, we went on field trips to the movies, Sky Chief's game, Fort Ricky Game Farm, Thunder Island and bowling which got cut short due to a power outage. We also walked to Bubba's for ice cream. We had a lot of different programs come to our site, Choose Healthy came once a week to teach about nutrition, Co-Operative Extension came and did Rope Making, Invasive Species and who grew my soup can. We also had the Oswego Theater come and work with some of the kids and put on a play for us. And of course our normal crafts and sports the kids love. The last week was fun and busy with Ice Cream making, a magic show, tie dye and some minute to win it games. There was no issues at all within the program with the kids or staff; it was a pretty smooth summer.

The park looks great and the program tried to be sure all our stuff was picked up. A suggestion to whomever is bolting the picnic tables to the concrete so they cannot be moved makes it a little difficult to take the messier craft or project out of the pavilion. If the tables could be unbolted, it would be great and much easier. The program is a great thing for all who are involved. Glad this is offered and that I am a part of making memories for all that attend.

Donna Miller, Rec Director

**Planning Board Report:**

*Town of Palermo Planning Board Meeting Minutes*

*Unapproved Minutes*

August 9, 2016

Jim Petreszyn opened the meeting at 7:05PM.

**Present:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith,

**Absent:** Dawn Bristol

**Recording Secretary:** Angela Miller

**Others Present:** 5 Public

**A Motion was made** by Cheryl Smith and seconded by Jim Petreszyn to approve the July meeting Minutes.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith,

**NAYS:**

**New Business:** Thomas March, Sundown Rd, looking for information about his land lock property. He would like to build a house but does not have the 175' road frontage as his land is on the curve of Sundown Rd. The board reviewed the GIS maps and suggested of building a road to Town specs and then would be able to subdivide and use that piece property. Suggested on getting ahold of Jim Pettit, Highway Superintendent or Victor Francis Code Enforcement for the specs. for a Town road.

**Old Business:** Connie Switts, 1708 Co Rte 4, 189.00-03-15, 3 lot subdivision. The planning board reviewed proposed subdivision. Public hearing to be scheduled for September 13 at 7:00pm.

**Correspondence:** Bank Statement

**Public Hearing:** Alexis Gardner, 240.00-02-07, 946 Co Rte 45, 2 lot subdivision.

**A Motion was made** by Diane Kowaleski and seconded by Randy Kitts to open at Ms. Gardner's public hearing at 7:34.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith,

**NAYS:**

Public hearing adjourned until September 13 at 7:00.

**A Motion was made** by Randy Kitts and seconded by Diane Kowaleski to adjourn the meeting at 7:35pm.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith,

**NAYS:**

Respectfully Submitted by,  
Angela Miller – Planning Board Secretary

### **County Legislator Report**

Dan started a discussion on an issue a town resident had brought up at the August workshop. This resident Julie Weaver had voiced some concern about no stop sign being posted Co Rte 45 near the Park. Dan had talked to the County Highway Superintendent and thinks our first step if we would like to go forward with this is to get all of our ducks in a row. We will need to

- Fill out a P9 form
- Start a petition
- The town board will need to make a resolution
- Legislature LeClair will be willing to add a letter

Once all of this is done it can be sent to the County Highway and then onto the State Highway.

LeClair added that there are many positives to getting this needed stop sign because of the park and the county entrance to the gravel bed.

Supervisor Redhead stated the town is willing to do whatever is needed to get this going.

Julie Weaver is still very upset and said she is willing to carry the petition. It was asked that the Town Clerk call Julie when the form is done.

In conclusion, Legislature LeClair wanted to let the town know about that Camp Zerby received a \$100,000. Grant and will be using this money to upgrade the camp with a lot of good things. In addition, he recently took 17 of his 4-H children to the county fair and said it was a great time they had many exhibits and he highly recommended the fair to everyone.

### **Motion to accept Reports:**

\*- **A MOTION WAS MADE** to approve the reports as given by Councilman Hilton seconded by Councilman Elhage.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

### **Motion to pay Bills:**

\*-**A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 267 to 299 in the amount of \$46,007.24

HIGHWAY NO 112 to 128 in the amount of \$71,070.75

By Councilman Elhage seconded by Councilman Hilton

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

### **Old Business:**

Judge Nipper would like to attend NYS Magistrates conference. Do to the Justice budget being over Supervisor Redhead voiced some concern with the budget and thought at this time it may be a good idea to hold this conference off until next year. Councilmen Hilton agreed with postponing until next year. Instead of going over budget, he thought submitting a budget plan to allow this type of training for next year would be the best idea. At this time, the training was denied.

It was asked that the boy scouts be given permission to have a Camporee at the park the third weekend of October. It will be a 3-day event and they will need to have use of the water and restrooms.

**\*-A MOTION WAS MADE** to allow this event in the park by Councilmen El-Hage seconded by Councilmen Loomis

**AYES:** Donald Hart, Bob Loomis, Jay Elhage, Patricia Redhead

**NAYES:**

**ABSTAINS:** Tom Hilton

Supervisor Redhead spoke to the board briefly about public water in moving ahead. She said that there was \$12,000.00 in the budget that could be used towards moving ahead. She has sent Emails out to other supervisors and there were very good reviews on two engineering companies. Redhead would like to move ahead by appointing a committee with the board's approval, and then meet with the two engineering companies at some point in the near future. Supervisor Redhead thinks that inviting the Town Attorney Allison Nelson to the meeting with the committee would be a great idea as well. She will send her an email.

**\*-A MOTION WAS MADE** giving Supervisor Redhead permission to appoint a committee

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYES:**

**New Business:** Judge Nipper let the board know that there would be a trial starting on September 13<sup>th</sup>

**Public Session:** Don Nipper told the board that the Town Historian Dawn Bristol was at the County Fair and the Community days at the church and she did a great job at both.

**Adjournment:** Motion to adjourn was made at 9:00pm by councilman Elhage seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage, Patricia Redhead

**NAYS:**

**WORKSHOP**  
**August 16, 2016**

**PALERMO TOWN HALL**  
**7:15 PM**

Those present at the workshop were:

**Present:** Councilman Hart  
Councilman Loomis  
Councilman Elhage  
Councilman Hilton

**Absent:** Supervisor Redhead

**Recoding Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Julie Weaver- public

The Following discussions took place:

Julie Weaver approached the board about a concern she has with traffic and no speed limit signs on her road. She lives on Co Rte. 45 right next to the park. She recently had her dog hit and feels that there is a need for speed limit signs to be placed on that section of Co Rte. 45. With the park right, there it is a danger to not only animals but children too. She said that cars go flying down that road at high speeds. Tom responded by saying we may have to get petitions signed in order to get the county to comply but he's sure that everyone on the board agrees that speed limit signs need to be placed and a way to patrol this area should be in effect. He then stated we will get with the supervisor and Dan LeClair to get this in motion. He followed up by telling Julie we appreciate you coming and we will talk to Patty and Legislature LeClair. He asked the Clerk to make note to contact both before the board meeting and make them aware of the situation.

Respectfully Submitted,  
Elisabeth Joy

Palermo Town Clerk

**WORKSHOP**  
**October 18, 2016**

**PALERMO TOWN HALL**  
**7:15pm**

Those present at the workshop were:

**Present:** Councilman Hilton  
Councilman Hart  
Councilman Loomis  
Councilman Elhage  
Supervisor Redhead

**Absent:**

**Recording Secretary:** Elisabeth Joy, Town Clerk

The Following discussions took place:

- Connie Smith's issue was briefly talked about
- A resident called about a codes issue. He has an issue with Hurricane tie down straps. He is not able to find them here in New York so he is not sure if he really needs them. Patty advised him to talk to Vic. Councilman Loomis explained codes are done by zones and he would look into it.
- NYS Comptroller sent Patty an email telling her there needs to be changes in the way we report our retirement hours. Patty will get this email to everyone that is currently in the retirement system and the town will proceed this way from now on.
- 2017 tentative meeting schedule was given to the Councilmen to look over.
- Councilmen Hilton asked how we placed to state cap and Supervisor Redhead told him that we were below
- Councilmen Elhage let the other Councilmen know that he had a chance to go to the highway garage and look at the Badger like they had asked him to do. He feels replacing the pin and bushings and see if that helps and go from there.

**Adjournment:** -\*A MOTION WAS MADE to adjourn at 8:20 by Councilman Elhage seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Jay Elhage, Patricia Redhead

**NAYS:**

Respectfully Submitted,  
Elisabeth Joy,

Palermo Town Clerk

## September Town Board Meeting/Public Hearing - Town Hall

September 27, 2016

Deputy Supervisor Hilton called the hearing to order at 7:15pm with a salute to the flag and a moment of silence. Town Clerk took roll call:

**Present:** Councilman Hart  
Councilman Loomis  
Councilman Hilton  
Councilman Elhage

**Absent:** Supervisor Redhead

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others present:** Victor Francis Code Enforcement Office, Jim Pettit Highway Superintendent and 5 public

Deputy Supervisor Hilton stated the purpose of the hearing is to hear public comment for or against Local Law 1 2016. Deputy Supervisor read Local Law 1 of 2016:

### **Local Law 1 of 2016- Authorize Purchasing Based on Best Value in the Town of Palermo**

#### SECTION 1: PURPOSE

General Municipal Law 103 requires competitive bidding for purchase contracts and public works contracts and has historically required that such bids be awarded to the lowest responsible bidder whose bid meets the requirements of the specifications for the project. Section 103 was amended to provide that by enacting a Local Law so providing, municipalities may award purchase contracts, which would otherwise be subject to the "lowest bidder" rule on the basis of the best value, as defined in State Finance Law 163, to responsive and responsible bidder or offeror. The Town of Palermo Town Board hereby determines that it is in the best interest of the Town of Palermo and its residents for the Town of Palermo to have the authority to award purchase contracts on the basis of best value.

#### SECTION 2: FACTORS

Factors that may be used to enact the "best value" option, where cost efficiency over time to award the good(s) or service(s) to other than the lowest bidder are:

1. Lowest cost of maintenance for good(s) or service(s);
2. Durability of good(s) or service(s);
3. Higher quality of good(s) or service(s);
4. Longer product life of good(s) or service(s);

#### SECTION 3: PROCESS

The Town of Palermo may award purchase contracts, including contracts for service work, but excluding any purchase contracts necessary for the completion of a public works contract pursuant to Labor Law Article 8, on the basis of best value, as defined in State Finance Law 163, to a responsive and responsible bidder or offeror.

1. Where the basis for award is the best value offer, the Town of Palermo shall document, in the procurement record and in advance of the initial receipt of offers, the determination of the evaluation criteria, which whenever possible, shall be quantifiable, and the process to be used in the determination of best value and the manner in which the evaluation process and selection shall be conducted.
2. Where appropriate, the solicitation shall identify the relative importance and/or weight of cost and the overall technical criterion to be considered by the Town of Palermo in its determination of best value.
3. The election to award any such contract on the basis of best value shall be made by the appropriate Department Head and Town Board. In the event that no such election is made, purchase contracts will continue to be awarded to the lowest responsible bidder furnishing any required security in accordance with this local law.

**SECTION 4: SEVERABILITY**

If any clause, sentence, paragraph, subdivision or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, sentence, paragraph, subdivision or part of this Local Law or in its application to the person, individual, firm or corporation of circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

**SECTION 5: EFFECTIVE DATE**

This Local Law shall be effective upon filing with the office of Secretary of State.

Deputy Supervisor Hilton opened the floor for public comment.

No one spoke for or against the local Law:

Deputy Supervisor Hilton closed the comment section for Local Law 1 of 2016

**\*- A MOTION WAS MADE** to close the Public Hearing at 7:30 by Councilman Elhage seconded by Councilman Hart

Deputy Supervisor Hilton called the regular Town Board meeting to order at 7:30pm Town Clerk took roll call:

<b>Present:</b>	Councilman Hart Councilman Loomis Councilman Hilton Councilman Elhage	<b>Absent:</b>	Supervisor Redhead
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**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others present:** Victor Francis Code Enforcement Office, Angel Miller Building and Grounds, Jim Pettit Highway Superintendent and 5 public

**Corrections to Minutes:** None

**Motion to accept minutes:**

**\*-A MOTION WAS MADE** to accept the minutes of the previous meetings by Councilman Elhage, Seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

**Petitions to the board:** None

**Reviewed Bids:** for purchase of highway truck. No Bids were received

**Resolutions:**

**Resolution No. 18 – Authorizing Purchasing Based on Best Value in the Town of Palermo**

Resolution introduced by Councilman Elhage seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

**Resolution No. 19- Purchase of Truck**

**Whereas** the Town Board, Town of Palermo has discussed the need to purchase a new truck with the Highway Superintendent and

**Whereas** the Town Board has put money in the budget for a purchase of a new truck, and whereas no other bids were received now therefore

**Be it Resolved** the Town Board Town of Palermo authorizes the following:

- The Highway Superintendent to order a 2017 F-350 Crew Cab 4x4 from FX Caprara in the amount of \$49,956.00 under Best Value Purchase Pricing per the town of Palermo procurement policy.

Resolution introduced by Councilman Elhage seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

**Resolution No.20- Transfer of Funds**

**Be it Resolved** the town Board Town of Palermo hereby authorizes the following transfers:

**General From A1990.4 Contingent** in the amount of \$720.26 to

A3310.4 Traffic control in the amount of \$438.45

A1110.4 Justice contractual in the amount of \$50.00

A7310.4 Youth contractual in the amount of \$231.81

For the total transferred of \$720.26

**Highway from DA962 Contingent** in the amount of \$5,597.02 to:

DA5112.2 Improvements Capital Outlay in the amount of \$5,597.02

For a total transferred of \$5,597.02

Resolution introduced by Councilman Elhage seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS:**

## **Communications**

The following communications were read:

1. Department of Transportation- funding to support transportation related jobs is available
2. Mercy Flight Central – contribution request
3. Highway Department- Snow and Ice Agreement
4. Oswego County Legislature- non-partisan public service website info
5. NYS Dept. of Taxation & Finance –Palermo is at 100% equalization rate
6. Notary Public Training will be offered by Suny Oswego
7. Cohen Law Group- RE: Free legal assessment regarding cable, wireless and broadband issues

## **Reports:**

### **Justice Report:**

Judge Wood: Fines: \$1,527.00; Civil Fees: \$0.00; Surcharges: \$424.00; Bail: \$0.00; Total to the supervisor \$1,951.00

Judge Nipper: Fines: \$2915.00; Civil Fees: \$40.00; Surcharges: \$1387.00; Bail: \$750.00; Total to Supervisor \$4342.00

### **Town Clerk's Report:**

For the Month of September, \$6903.89 was turned over to the Supervisor, \$157.50 to the NYS Dept. of Health for marriage licenses, \$315.00 to the NYS Dept. of Ag and Markets for the Spay/Neutering program and \$1266.10 to the NYS DEC for licenses. A total of \$8,642.49 was received and dispersed.

### **Dog Control:**

#### **DCO August-September Report**

# of dogs seized-1

# of dogs redeemed-0

# of dogs adopted-1

# of calls- 15

# of tickets issued- 3

### **Highway Department Report:**

Jim told the board that they are almost done delivering 300 tons of salt from the county to the garage. There is a beaver issue on Besaw RD the guys cleaned it out, DiSalvos will trap it. One truck is set for plowing.

**Planning Board Report:**

*Town of Palermo Planning Board Meeting Minutes*

September 13, 2016

Jim Petreszyn opened the meeting at 7:02PM.

**Present:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**Absent:**

**Recording Secretary:** Angela Miller

**Others Present:** 7 Public

**A Motion was made** by Cheryl Smith and seconded by Diane Kowaleski to approve the August meeting Minutes.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYS:**

**New Business:** Charles Halsey, 190.00-01-40.09, 246 Paradise Rd, 2 lot subdivision. The planning board reviewed proposed subdivision. Schedule public hearing for October 11 at 7:00pm.

**Old Business:** None

**Correspondence:** Bank Statement

**Public Hearing:** Connie Switts, 1708 Co Rte 4, 189.00-03-15, 3 lot subdivision. The planning board reviewed proposed subdivision. Public hearing opened at 7:04pm. No public comment. Public hearing closed at 7:12pm.

**Motion was made** by Diane Kowaleski to declare a negative declaration and seconded by Randy Kitts

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYES:**

**Motion was made** by Diane Kowaleski to approve Connie Switts' 3 lot subdivision and seconded by Dawn Bristol

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYES:**

**SD-0003-2016**

**FEE \$75.00**

Helen Weed, 240.00-01-12, lot line adjustment, 55 Bradshaw Rd. The planning board reviewed proposed subdivision. Opened public hearing at 7:37pm. No public comment. Closed public hearing 7:44pm.

**Motion was made** by Diane Kowaleski to declare a negative declaration and seconded by Dawn Bristol

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYES:**

**Motion was made** by Diane Kowaleski to approve Helen Weed's lot line adjustment subdivision and seconded by Cheryl Smith

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYES:**

**SD-0004-2016**

**FEE \$00.00**

Discussions took place on garbage in the Town, water for the Town, & comprehensive plan for the Town.

**A Motion was made** by Randy Kitts and seconded by Diane Kowaleski to adjourn the meeting at 8:05pm.

**AYES:** Diane Kowaleski, Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYS:**

Respectfully Submitted by,  
Angela Miller – Planning Board Secretary

**Building and Grounds Report:**

Angela reported that she will be closing the park on October 1<sup>st</sup>. It will continue to be open for a short time for Pop Warner and the boy scouts Camporee. After that is done, she will winterize the well. She is waiting to hear about the water test from the state. In addition, gave the final cost for the bathroom building. She also presented the board with a quote from North Country Storage for a shed that will be used for the rec program because they have outgrown their space.

**Code Enforcement Report:**

Vic told the board that it has been a busy summer with a lot of new construction. He has some concern with the Burton's Junk Yard and has contacted the DEC regarding the issue. There are 6-7 trailers in the Junk Yard for dismantle and he does not know if junkyard has different rule to follow then normal residents. Val was present and assured the board that the DEC says what he is doing is fine they have been out and seen what he is doing. Val also told the board as well as Vic that the DEC has no problem as long as he does not burry anything. Tom is confident that Val knows what he's talking about and thinks it should be left at that. Vic stated he is happy with that answer and is happy that we now have a source meaning Burton's Junk Yard that we can send residents to when they need a trailer dismantled.

Vic also had another issue with Connie Smith who was also present at the meeting. Vic received a complaint that Connie had an apartment in her garage. Upon further inspection, Vic found this to be true. There was no permit issued for this apartment and furthermore the town has laws against having two residents on the same property. Connie Smith spoke on her behalf and stated that she did not know needed to get a permit to build the apartment. Councilman Hilton seemed to think it would be ok because it was a family member but thinks Vic needs to put together a list of the things that need to be done in order to work this out. Connie wanted to know if she could get something in writing from the board stating her electrical inspector could pull a few spots of sheet rock and do a spot check. She wanted this letter to state that the board would allow a partial inspection for the electrical work. The board told her they could not do that. They want a 100% electrical inspection to be done. Councilman Elhage would like Connie to go the BOA this way everything can be handled in the right manner.

**Motion to accept Reports:**

\*- **A MOTION WAS MADE** to approve the reports as given by Councilman Elhage seconded by Councilman Hart

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS**

**Motion to pay Bills:**

\*-**A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 301 to 334 in the amount of \$36,287.13

HIGHWAY NO 130 to 143 in the amount of \$70,189.97

By Councilman Elhage seconded by Councilman Hart

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS**

**Old Business:**

**New Business:**

**Public Session:**

**Adjournment:** Motion to adjourn was made at 8:31pm by councilman Elhage seconded by Councilman Loomis.

**AYES:** Donald Hart, Bob Loomis, Tom Hilton, Jay Elhage

**NAYS**

**WORKSHOP**  
**September 20, 2016**

**PALERMO TOWN HALL**  
**7:00PM**

Those present at the workshop were:

**Present:** Councilman Hilton  
Councilman Loomis  
Councilman Hart  
Supervisor Redhead

**Absent:** Councilman El-Hage

**Recording Secretary:** Elisabeth Joy, Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent; Donald Nipper, Judge; Angela Miller, Building & grounds and Planning Board; Jim Petreszyn Planning Board.

The Following Department had their annual Department Review

**Planning Board**

The Minutes of the planning board were reviewed, the checklist was gone thru. Receipt books were good and bank statements were looked at and compared to deposits. No discrepancies were found. There were recommendations made one was to make deposits in the same month and the other was to make copies of checks and deposits slips were made.

**Highway**

The board reviewed the fuel records for the Highways fuel usage. No discrepancies were found One recommendation was made, the board would like to see the fuel tank filled the last day of the year that way there will be a starting point and the total will be accurate.

The following discussions took place:

- From buildings and grounds, Angie spoke to the board on behalf of the bathroom project at the park. She has looked into a few companies that specialize in precast concrete buildings. Jim Petreszyn spoke to the board and told them that he highly recommended the company CXT he has used this company a few times. Councilman Hilton said he has seen this type of building happen its very efficient. He also said he would like Angie to call Waltz and have them quote the work that needs to be done to prep for this type of building. There was also talk that the money for the building only could be moved from the General Building Fund. There would need to be a public hearing held.

**\*-A MOTION WAS MADE** to hold a public hearing on the 25<sup>th</sup> of October for the purpose of moving money from the General Building Fund by councilman Hilton seconded by councilman Loomis.

**AYES:** Tom Hilton, Bob Loomis, Donald Hart, Patricia Redhead

**NAYS**

- From the Highway Department Jim told the board that there was a problem with the Badger. He has had Tracy's looking for parts for the hydraulic lines for two weeks. They were unable to find replacement parts and said to re-build it the cost is \$14,000 for each side. The board asked what this machine was used for and Jim told them he uses it on shoulders & culverts mostly. Councilman Hilton thinks it needs to be looked into a little more and maybe there is an issue with the oil getting too hot. Councilman Loomis would like a full diagnosis. The councilman all

agreed that they would like to have councilman El-Hage look at the badger and then decide what their next step would be.

- Judge Nipper addressed the board about getting a shredder through a grant. Supervisor Redhead took the paper work to look at and will get back to him at next week's board meeting. Judge Nipper also would like the board to know that he is looking into a program that will allow the town to be paid back from the state for some of the copies that are being made in the Justice department. Supervisor Redhead said that she is very open to this idea.

**Adjournment:-**

**\*-A MOTION WAS MADE** to adjourn at 9:00pm by Councilman Loomis seconded by Councilman Hart

**AYES:** Tom Hilton, Bob Loomis, Donald Hart, Patricia Redhead

**NAYS**

Respectfully Submitted,  
Elisabeth Joy

Palermo Town Clerk

**October Town Board Meeting/ Budget Hearing/Park Bathroom Hearing – Town Hall**

**October 25, 2016**

Supervisor Redhead called the Budget Hearing to order at 7:10pm. Town Clerk took roll call:

**Present:** Councilmen Loomis                      **Absent:** Councilmen Hilton  
Councilmen Hart  
Councilmen Elhage  
Supervisor Redhead

**Recoding Secretary:** Jean Hart, Deputy Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent; Dan LeClair, County Legislator; Don Nipper Town Judge; Jim Petreszyn, Planning Board Chairman; Tammy Schwartz, Janitor.

Supervisor Redhead Stated that the Public Hearing is for hearing comments for or against the proposed 2017 General, Highway, and Fire Budget. Supervisor Redhead opened the floor for comments

No comments for or against were given.

Supervisor Redhead closed the budget hearing at 7:20pm

Supervisor Redhead called the Park Project Hearing to order at 7:20pm.

Supervisor Redhead Stated that this Public Hearing is for hearing comments for or against the expenditure of money from the General Capital Account to be used toward the purchase of a prefabricated bathroom to replace the existing bathroom at the Town Park.

No comments for or against were given

**AYES:** Bob Loomis, Don Hart, Jay Elhage, Patricia Redhead.

**NAYS:**

Supervisor Redhead called the meeting to order at 7:25pm with a salute to the flag and a moment of silence. Deputy Town Clerk took Roll Call

**Present:** Councilmen Loomis                      **Absent:** Councilmen Hilton  
Councilmen Hart  
Councilmen Elhage  
Supervisor Redhead

**Recoding Secretary:** Jean Hart, Deputy Town Clerk

**Others Present:** Jim Pettit, Highway Superintendent; Dan LeClair, County Legislator; Don Nipper Town Judge; Jim Petreszyn, Planning Board Chairman; Tammy Schwartz, Janitor.

**Corrections to Minutes:** None

**Motion to accept minutes:**

**\*-A MOTION WAS MADE** to accept the minutes of the previous meeting by Councilman Elhage  
Seconded by Councilman Hart

**Petitions to the Board:** None

**Resolutions:**

**Resolution No 21 - Adoption of 2017 General, Highway and Fire Budget**

**Whereas** the Town Board Town of Palermo held a Public Hearing October 25, 2016 on or about 7:00pm, to hear public comments for or against the proposed 2017 General, Highway and Fire Budget now therefore,

**Be It Resolved** the Town Board Town of Palermo hereby adopts the proposed budget as the final 2017 General, Highway and Fire Budget.

Resolution introduced by Councilman Elhage seconded by Councilman Hart.

**AYES:** Councilman Hart

Councilman Elhage

Supervisor Redhead

**NAYS:**

**ABSTAIN:** Councilman Loomis

**Resolution No 22 – Public Hearing for Pre-Fabricated Bathroom at the Park**

**Whereas** the Town Board Town of Palermo has held a Public Hearing October 25, 2016 on or about 7:00pm to hear public comments for or against the need for a new Pre-Fabricated bathroom facility at the Town Park and

**Whereas** the Town Board Town of Palermo wishes to spend \$128,358.00 from the General Capital Account towards a Pre-Fabricated bathroom facility to replace the existing bathroom at the park.

Resolution introduced by Councilman Loomis seconded by Councilman Hart.

**AYES:** Councilman Loomis

Councilman Hart

Councilman Elhage

Supervisor Redhead

**NAYS:**

**Resolution No 23 – Application for Justice Court Assistance Program**

**Whereas:** The Town Board Town of Palermo has reviewed the application for Justice Court Assistance Program, and

**Whereas:** Justice Donald Nipper has requested Town Board approval to submit such application

**Be it Resolved:** That the Town Board Town of Palermo hereby authorizes Justice Donald Nipper to request up to the maximum amount available.

Motion Made by Councilman Jay Elhage Seconded by Councilman Bob Loomis

AYES: Councilman Loomis  
Councilman Hart  
Councilman Elhage  
Supervisor Redhead

NAYS:

Certified this day 25th October, 2016 by

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Town Clerk, Elisabeth Joy

**Resolution No 24- Snow removal and Ice Control Agreement**

**Whereas:** The Town Board Town of Palermo has received and reviewed the 2016-2017 County of Oswego Highway Department Snow Removal and Ice Control Agreement

**Be it Resolved:** That the Town Board Town of Palermo hereby accepts said agreement and authorizes the Highway Superintendent and the Town Supervisor to enter into said agreement.

Motion made by Councilman Elhage Seconded by Councilman Hart

**AYES:** Councilman Loomis  
Councilman Hart  
Councilman Elhage  
Supervisor Redhead

**NAYS:**

**Resolution No 25 – Transfer of Funds**

Be it Resolved the Town Board Town of Palermo hereby authorizes the transfer of funds from General A1990.4 Contingent in the amount of \$11,889.48 to A9060.8 Medical Ins \$11,889.48  
Resolution was introduced by Councilman Elhage seconded by Councilman Loomis.

**AYES:** Councilman Loomis  
Councilman Hart  
Councilman Elhage  
Supervisor Redhead

**NAYS:**

**Resolution No 26 - Application for FEMA Assistance to Firefighters Grant Program**

**Whereas:** The Town Board Town of Palermo has reviewed two applications for the FEMA Assistance to Firefighters Grant Program, and

**Whereas:** The Palermo Volunteer Fire Corporation Inc. has requested the support of the Town Board to submit such applications

**Be it Resolved:** That the Town Board Town of Palermo hereby authorizes The Palermo Volunteer Fire Corporation Inc. to request up to the maximum amount available for both applications.

**Motion Made by:** Councilman Elhage Seconded by Councilman Hart

**AYES:** Councilman Hart  
Councilman Elhage  
Supervisor Redhead

**NAYS:**

**ABSTAIN:** Councilman Loomis

Certified this day 25 October, 2016 by

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Town Clerk, Elisabeth Joy

**Communications:** The following communications were read:

1. County of Oswego Highway Department Snow and Ice agreement
2. Association of Towns 2016 Personnel Management School
3. Nelson Law Firm hourly rate increase
4. Association of Towns Training School and Annual Meeting
5. United States Senate- Museum for American Grant Program
6. Trees and Sidewalk Conflicts- 2016 ReLeaf Workshop
7. Workers Compensation Board- Donald R Ingison vs Town of Palermo/Highway Dept. & Oswego County Self

**Reports:**

**Supervisor's Report:**

Supervisor Redhead handed her financial Statement of the Supervisor's Office current through 9/30/2016. The originals are on file in the Supervisor's Office for further review if needed.

**Judges Reports:**

Judge Wood: Fines: \$621.00; Civil Fees: \$20.00; Surcharges: \$422.00; Bail: \$.00; Total to the Supervisor: \$1063.00

Judge Nipper: Fines: \$1870.00; Civil Fees: \$0.00; Surcharges: \$908.00; Bail: \$.00; Total to the Supervisor: \$2778.00

Judge Nipper also spoke about his trainings and what he learned at them.

**Town Clerk:**

For the month of September \$1227.28 was turned over to the Supervisor, including \$515.00 for building permits, \$155.00 to the NYS Dept. of Ag and Markets for the spay/neutering program and \$1495.72 for sportsman licenses to the NYS DEC. A total of \$2,878.00 was received and dispersed.

**Highway Superintendent Report:**

Two Trucks are ready to go for the winter  
The Furnace is in need of repair again, it is not running  
Jim does not have a date for the new truck delivery yet  
November they will be going back to 5 8's

**Planning Board:**

Jim Petreszyn talked about Connie Smith's issues

- Needs to be subdivided in his opinion
- There is a land locked parcel there
- she has enough road frontage to make two lots

Town of Palermo Planning Board Meeting Minutes

*Unapproved Minutes*

October 11, 2016

Jim Petreszyn opened the meeting at 7:04PM.

**Present:** Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**Absent:** Diane Kowaleski

**Recording Secretary:** Angela Miller

**Others Present:** 3 Public

**A Motion was made** by Randy Kitts and seconded by Cheryl Smith to approve the September meeting Minutes.

**AYES:** Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYS:**

**New Business:** Donna Elhage, 221.00-04-39 & 221.00-04-39.01, St Rte 3 change of lot line. The planning board reviewed proposed subdivision and made recommendations.

**Old Business:** Helen Weed, 240.00-01-12. Clerical error on survey map that was approved last month. The error was on the acres; it was supposed to be 2 acres but map was showing 2.5 acres instead. Planning board stamped the new correct survey maps and no changes were made to the Platt.

**Correspondence:** Bank Statement

**Public Hearing:** None

Discussion on Connie Smith property at 1161 Co Rte 4. Chairman Jim Petreszyn stated that Connie contacted him about her apartment in her pole barn. The planning board discussed that Ms. Smith could subdivide the property 206.00-04-07.06 by doing a lot line adjustment with 206.00-04-07-05 to make the building lot for a dwelling, still meeting the minimum requirements of 175' x 200'.

**A Motion was made** by Dawn Bristol and seconded by Cheryl Smith to adjourn the meeting at 8:00pm.

**AYES:** Randy Kitts, Jim Petreszyn, Cheryl Smith, Dawn Bristol

**NAYS:**

Respectfully Submitted by,

Angela Miller – Planning Board Secretary

**Dog Control Report**

# of Dogs Seized – 4  
# of Dogs redeemed – 4  
# of tickets issued – 4  
# of calls – 15

**Board of Appeals Report:**

The Board of Appeals will be meeting on Wednesday November 9<sup>th</sup> at 6:00 to hear the following:  
Connie Smith, 1161 Co Rte 4 looking for relief from Palermo Code 67-3c requiring dwellings placed in the Town of Palermo having a minimum of 175' x 200' building lot for each dwelling resulting in one dwelling per building lot.

Thank you  
*Angela Miller*

**Legislators Report**

Dan LeClair stated

- they are working on their budget
- 18.5 Million for capital projects was received
- They are working on an anti-poverty task force
- And he spoke about the youth bureau

**Motion to accept Reports:**

**\*-A MOTION WAS MADE** to approve the reports as given by Councilman Elhage seconded by Councilman Hart

**AYES:** Bob Loomis, Donald Hart, Jay Elhage, Patricia Redhead

**NAYS:**

**Motion to pay Bills:**

**\*-A MOTION WAS MADE** to pay bills in the following amounts:

GENERAL NO 335 to 362 in the amount of \$35,213.62  
HIGHWAY NO 144 to 161 in the amount of \$36,561.08

By Councilman Loomis seconded by Councilman Hart

**AYES:** Bob Loomis, Donald Hart, Jay Elhage, Patricia Redhead

**NAYS:**

**Old Business:** Meeting dates will be posted for the year in January.

**New Business:** None

**Public Session:**

**Adjournment:** Motion to adjourn was made at 8:20pm by Councilman Elhage seconded by Councilman Hart.

**AYES:** Bob Loomis, Donald Hart, Jay Elhage, Patricia Redhead

**NAYS:**

Respectfully Submitted,

Jean Hart  
Palermo Deputy Town Clerk

**WORKSHOP**  
**October 18, 2016**

**PALERMO TOWN HALL**  
**7:15pm**

Those present at the workshop were:

<b>Present:</b>	Councilman Hilton	<b>Absent:</b>
	Councilman Hart	
	Councilman Loomis	
	Councilman Elhage	
	Supervisor Redhead	

**Recording Secretary:** Elisabeth Joy, Town Clerk

The Following discussions took place:

- Connie Smith's issue was briefly talked about
- A resident called about a codes issue. He has an issue with Hurricane tie down straps. He is not able to find them here in New York so he is not sure if he really needs them. Patty advised him to talk to Vic. Councilman Loomis explained codes are done by zones and he would look into it.
- NYS Comptroller sent Patty an email telling her there needs to be changes in the way we report our retirement hours. Patty will get this email to everyone that is currently in the retirement system and the town will proceed this way from now on.
- 2017 tentative meeting schedule was given to the Councilmen to look over.
- Councilmen Hilton asked how we placed to state cap and Supervisor Redhead told him that we were below
- Councilmen Elhage let the other Councilmen know that he had a chance to go to the highway garage and look at the Badger like they had asked him to do. He feels replacing the pin and bushings and see if that helps and go from there.

**Adjournment:** **-\*A MOTION WAS MADE** to adjourn at 8:20 by Councilman Elhage seconded by Councilman Hart.

**AYES:** Donald Hart, Bob Loomis, Jay Elhage, Patricia Redhead

**NAYS:**

Respectfully Submitted,  
Elisabeth Joy,

Palermo Town Clerk

## **January Organizational Meeting - Town Hall**

### **Resolution 1 - Town Policies of the Town of Palermo for 2016**

**Where As:** there is no objection by the majority of the Palermo Town Board; the following established policies shall take effect immediately:

a. Meetings: Town Board Town of Palermo will hold monthly meetings and designate these meetings to be held on the fourth Tuesday of every month at 7:00 P.M, with the exception of May which will be held the fourth Thursday of the month at 7:00 P.M. unless otherwise advertised by Public Notice. All meetings will be held at the Palermo Town Hall. Town Board workshops will be held the third Tuesday of each month at 7:00pm, unless specified otherwise in advance. The Audit of bills will be done at the workshop. All vouchers must have invoice attached with description of purchase.

b. Order of Business: Call to Order, Pledge to Flag, followed by moment of silence, Approval/Changes to previous minutes, Petitions for the Board, Executive Session (when needed), Reading of Resolutions of Meeting, Public Comment on Resolutions Only (5 minutes per person), Board address to Resolutions, Communications, Reports, Approval of Reports, Approval of Bills, Old Business, New Business, Open Public Session, adjournment.

c. Attendance at Board Meetings: Town Department Heads are requested to attend regular monthly meetings. While this is not always possible, a written report is requested if you cannot attend.

d. Duties of Deputy Supervisor are as follows: Be in attendance at Supervisor Office Hours, when requested by the Supervisor. Attend all meetings which affect the Town with the Supervisor or in place of the Supervisor. Accept the Chair of any committees which the Supervisor may appoint. The Deputy Supervisor shall be compensated for those duties as set forth in the annual budget of the Town.

e. Clerk and Bookkeeper to Supervisor: The Supervisor is authorized to have a confidential clerk and confidential Bookkeeper, providing that budgetary funds are available for those positions.

f. Court Steno and Bailiff. The Town Justices are authorized to hire a Court stenographer and Bailiff when needed. Bailiff shall be paid \$ 13.00 per hour.

g. Holidays: All town offices shall be closed on National Holidays and no meetings shall be scheduled. The Highway Department will be closed on those holidays designated in the Union Contract.

h. Payment of bills prior to audit: The Supervisor shall have the authorization to pay the following when they come due prior to audit by the Town Board; payroll, utilities, postage and insurances, loans and lease payments

i. Annual Audit: The Supervisor shall have the authority to have all books audited and the year-end report prepared by an outside firm for an amount set forth in the budget.

j. Petty Cash Funds: The following are authorized to maintain petty cash funds, Tax Collector \$150.00, Town Clerk \$100.00.

k. Association Membership: The Town of Palermo shall maintain an annual membership with The Association of Towns.

1. Records Access: The town clerk is designated as Records Access Manager for both active and inactive records. A fee of 25 cents (\$.25) per copy will be charged unless otherwise determined by law. An application (FOIL,) to inspect any record is required.

m. Reimbursement policy: Reimbursement for attending school, conferences or association meetings may not be paid without prior authorization to attend being given first by the Town Board. A written report is requested to be submitted to the Town Board after attendance.

n. Mileage Reimbursement: Reimbursement for mileage on personal vehicle while performing Town Business for all officers, employees ( including Highway Department employees when using their own vehicles for town business), shall be set at 110% of the current IRS Standard Mileage rate as the Town of Palermo's rate for reimbursement. Calculation of mileage shall begin at the point of entering the township when reporting for a call. For business originating within the township mileage will be paid from the originating place to the destination and the return trip of equal mileage. Payment will be made with submission of voucher listing; date, purpose of trip, and mileage. Voucher must be approved by department head.

o. Telephone Reimbursement: Telephone expenses for long distance calls will be reimbursed at their actual cost. Expenses must include a photo static copy of the billing listing date, number and amount, individual called and/or purpose must be given.

p. Equipment usage: Town of Palermo Highway equipment is authorized to be used in the following places (outside of normal highway usage); Town Park, Town Hall, Town Kennel, Town Cemeteries and shared services with the towns of Volney, Mexico and New Haven.

q. Collection of Non-Sufficient Funds: All checks returned for non-sufficient funds shall be subject to a \$ 35.00 fee in addition to the face value of the check.

r. Deputy Code Enforcement Officer: Shall be empowered with all duties of the Code Enforcement Officer and act on the behalf of the Code Enforcement Officer upon his/her request or that of the Town Board, shall assist the Code Enforcement Officer with his/her duties and inspection upon request and in accordance with Resolution 32 of 2007, as follows:

1. To be certified as a Code Enforcement Officer and to maintain required training
2. Will hold office hours under the direction of the Code Enforcement Officer
3. Will perform fire inspections, construction inspections during the day and evening hours under the pleasure of the Code Enforcement Officer
4. To do clerical duties such as letters, violations and correspondence as directed by the Code Enforcement Officer
5. Including but not limited to the service of summons and legal proceedings.

s. Seasonal employees of the Highway Department shall be paid per the budget on a per hour basis of \$ 13.80; the first 40 hours per week shall be paid at straight time. Any time in excess of 40 hours per week shall be paid at 1-1/2 time per hour. Seasonal employees shall be paid 1-1/2 times per hour for all hours worked on the following holidays: Thanksgiving Day, Christmas Day and New Year's Day. Seasonal employees are not entitled to any other benefits with the exception of one-half hour call-in for snow removal.

t. Insurance Policy for non-collectively bargaining employees: Insurance shall be provided for town employees that work posted hours of 30 or more per week as approved by the town board. The Town shall pay full cost of the employees' insurance coverage for single or 2 person coverage only. Any employee wishing to opt for family coverage will be subject to pay for additional cost of said coverage. Insurance coverage shall be comparable to that of the Collective Bargaining Agreement. The town shall also provide individual retiree insurance coverage for any permanent employee (defined as: an employee who is employed for 30 or more posted hours per week, with 10 years of continuous active service and a minimum of 15 years total with the town, who is actively employed with the town at the time of retirement, and a minimum age of 55; and approved for NYS Retirement benefits. The town shall have the authority to designate the company through which the insurance is provided.

u. Designated Payroll Agency is: Pathfinder Bank - Paychex Payroll schedule is as follows:

Biweekly: Highway Department, Superintendent of Highways and Town Clerk/Tax Collector; Semiannual: Deputy Positions of Supervisor; Annual Salary: Board of Appeals, Board of Assessment Review, Historian, Registrar of Vital Statistics, Budget Officer. All other positions shall be paid monthly, on the 4<sup>th</sup> Thursday of each month with the exception for the month of December payroll will be paid on the second Thursday. Payroll may be changed to a bi-weekly status at the request of an employee once annually.

v. Purchase orders are required for any single purchase of equipment in excess of \$500.00. The officer must request a purchase order from the Supervisor prior to placing the order or purchase. All other purchases must comply with the Town's Procurement Policy as stated in the Town Code Book.

w. The Town Board shall have the authority to appoint an agency for the purpose of training and/or testing for drug/alcohol substances as mandated by the State of New York and stated in the Towns DOT policy.

x. Incident reporting policy as outlined in Resolution 20 of 2001 which states the following:

1. That all incidents regarding a possible insurance claim be reported to the Town Clerk within 24 hours.
2. If the Town Clerk is unavailable then the incident shall be reported to the Town Supervisor
3. That any incident involving a Town employee, that may or may not result in an injury or medical treatment, shall be reported to both the Town Clerk and the Town Supervisor (or Deputy Supervisor in their absence).
4. Any accident involving a Town Vehicle is to be reported to the Town Supervisor immediately, to assure proper enforcement of the NYS DOT Regulations.
5. Copies of all paperwork filed are to be submitted to the Town Clerk, including but not limited to Workers Compensation Filings, Insurance Claims, etc.

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

### **Resolution No. 2 - Designations for 2016**

**Where As:** there is no objection by the majority of the Palermo Town Board, the following designations are approved:

- a. Designation of Depositories:  
Pathfinder Bank
- b. Designation of Official Newspapers:  
Oswego Valley News and the Oswego County Weeklies
- c. Designation of Law Enforcement Agency:  
The Oswego County Sheriff's Department
- d. Designation of Attorney to the Town Board: (subject to contract)  
Nelson Law Firm

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

**Resolution # 3 - Annual Appointment by the Town Board Town of Palermo for 2016**

*Be it resolved* that the Town Board Town of Palermo does hereby make the following Annual Appointments as follows:

Registrar of Vital Statistics	Elisabeth Joy
Historian	Dawn Bristol
Recreation Director	Donna Miller
Building Inspector & Code Enforcement	Victor Francis
Planning Board Secretary	Angela Miller
Board of Appeals Secretary	Angela Miller
Building Janitor	Tammy Schwartz
Buildings and Grounds	Angela Miller
Dog Control Enforcement	Victor Francis

**Other Appointments and terms:**

Board of Appeals	(5 Year Term)	
Board of Appeals	(3 Year Term)	
Board of Appeals	(4 Year Term)	
Planning Board	(5 Year Term)	Tammy Schwartz

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

**Resolution # 4- Department Appointments for 2016**

*Be it resolved* that the following appointments have been requested and reviewed and are hereby appointed to the following positions:

**Appointment by Supervisor:**

Deputy Supervisor	Tom Hilton
Bookkeeper/Secretary	Jennifer Bickford

**Appointment by Justice**

Court Clerk	Jean Hart
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**Appointment by Town Clerk**

Deputy Town Clerk/Collector	Jean Hart
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**Appointment by Highway Superintendent**

Deputy Highway Superintendent: Shannon Pettit

**Appointment by Dog Control Officer:**

Deputy Dog Control Officer: Angela Miller

**Appointment by Code Enforcement:**

Deputy Code Enforcement: Joe Fiumara

**Department Chairman:**

Planning Board:	James Petreszyn
Board of Appeals:	Tammy Schwartz
Board of Assessment Review:	Tammy Schwartz

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

## Resolution #5 - Salaries & Wages of 2016

*Be it resolved* the following wages have been established through budget for 2016, salaries are per year unless otherwise noted:

ACCOUNTS	CODE	Final 2016
<b>TOWN BOARD</b>		
COUNCILMAN (4)		\$ 9,970.00
<b>TOTAL</b>		<b>\$ 9,970.00</b>
<b>JUSTICE DEPARTMENT</b>		
Justice/Clerk -Hart		\$ 10,355.00
JUSTICE - WOOD		\$ 10,355.00
COURT CLERK		\$ 7,500.00
<b>TOTAL</b>		<b>\$ 28,210.00</b>
<b>SUPERVISOR</b>		
SUPERVISOR		\$ 13,855.00
DEPUTY		
SUPERVISOR		\$ 318.00
SECRETARY		\$ 2,663.00
BOOKKEEPER		\$ 8,016.00
<b>TOTAL</b>		<b>\$ 24,852.00</b>
<b>BUDGET OFFICER</b>		
		<b>\$ 500.00</b>
<b>TAX ASSESSOR</b>		
<b>DEPT</b>		
ASSESSOR		\$ 21,194.00
CLERK		\$ -
REVIEW BOARD (3)		\$ 1,450.00
<b>TOTAL</b>		<b>\$ 22,644.00</b>
<b>TOWN CLERK</b>		
TOWN CLERK		\$ 28,701.00
DEPUTY TOWN CLERK		\$ 8,827.00
<b>TOTAL</b>		<b>\$ 37,528.00</b>
<b>RECORDS MANAGEMENT</b>		
		<b>\$ 6,180.00</b>
<b>REG. VITAL STAT.</b>		
		<b>\$ 500.00</b>
<b>BUILDINGS AND GROUNDS</b>		
<b>BUILDING</b>		
CUSTODIAN		\$ 9,672.00
CUSTODIAN HELPER		\$ 1,299.00
BUILDING JANITOR		\$ 5,323.00
<b>TOTAL</b>		<b>\$ 16,294.00</b>
<b>BOARD OF APPEALS</b>		
CHAIRMAN		\$ 530.00
MEMBERS		\$ 1,485.00
SECRETARY		\$ 372.00

<b>TOTAL</b>	<b>\$</b>	<b>2,387.00</b>
<b>CODE ENFORCEMENT</b>		
OFFICER	\$	16,266.00
DEPUTY	\$	2,400.00
<b>TOTAL</b>	<b>\$</b>	<b>18,666.00</b>
<b>DOG CONTROL</b>		
OFFICER	\$	7,725.00
DEPUTY	\$	4,635.00
<b>TOTAL</b>	<b>\$</b>	<b>12,360.00</b>
<b>HISTORIAN</b>	<b>\$</b>	<b>875.00</b>
<b>HIGHWAY</b>		
SUPERINTENDENT	\$	45,188.00
DEPUTY	\$	2,220.00
<b>TOTAL</b>	<b>\$</b>	<b>47,408.00</b>
<b>RECREATION</b>		
DIRECTOR	\$	1,774.00
SITE DIRECTOR	\$	2,142.00
ASST SITE DIRECTOR	\$	1,998.00
PART TIMERS	\$	8,100.00
	<a href="#">5@minimum wage</a>	
<b>TOTAL</b>	<b>\$</b>	<b>14,014.00</b>
<b>PLANNING BOARD</b>		
CHAIRMAN	\$	1,722.00
MEMBERS	\$	6,430.00
SECRETARY	\$	1,608.00
<b>TOTAL</b>	<b>\$</b>	<b>9,760.00</b>
<b>TOTAL SALARIES</b>	<b>\$</b>	<b>252,148.00</b>
<b>Highway partimers = \$ 13.80</b>		

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

**Resolution # 6- Office Hours for 2016**

*Be it resolved* that the following Office Hours are established for 2016

**Town Clerk** – Elisabeth Joy **593-2333 Ext 227**

Deputy Town Clerk/Tax Collector – Jean Hart

Monday- Thursday 9:30 am -4:30 p.m. or by Appointment

**Supervisor – Patricia Redhead** 593-2333 Ext 221

Deputy Supervisor – Tom Hilton

Hours are by appointment

**Justice Court – Hon. Donald Nipper & Hon. Robert Wood** 593-2333 Ext222

Monday 3:00 p.m. - 8:00 p.m. or completion of court

**Highway Superintendent: Jim Pettit** 593-1336 - Garage

Deputy Highway Superintendent – Shannon Pettit

Monday - Thursday from 7:00 a.m. - 3:00 p.m. or by appointment

**Assessor: Martin Webster** 593-2333 Ext 224 or 598 -7318 (home)

Wednesday 7:00 p.m. - 9:00 p.m. Saturday 9:00 am. - 12:00 p.m.

**Building/Code Inspector: Victor Francis** 593-2333 Ext 223

Monday 12:00 p.m. – 4:00 p.m. and Thursday 9am-2pm (or by appointment)

**Planning Board: James Petreszyn** (Chairman) 598-5092

Planning Board Meetings are the second Tuesday of the Month at 7:00 p.m.

Workshops are the third Thursdays of the month at 7:30 p.m. (when applicable)

**Dog Control: Victor Francis** 593-2333 ext 226 – Cell: 402-9109

Deputy Dog Control Officer: Angela Miller

By appointment and on-call as needed

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

**Resolution # 7 – OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**WHEREAS**, Patricia Redhead, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Supervisor of the Town of Palermo, and

**WHEREAS**, Elisabeth Joy, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Town Clerk/ Tax Collector of the Town of Palermo, and

**WHEREAS**, Robert Wood, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Town Justice of the Town of Palermo, and

**WHEREAS**, Donald Nipper of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Town Justice of the Town of Palermo, and

**WHEREAS**, James Pettit, of the Town of Palermo, County of Oswego, New York, has been elected to the Office of Superintendent of Highways of the Town of Palermo, and

**NOW, THEREFORE**, we as respective officers above, do hereby undertake with the Town of Palermo that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk/ Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with New York Municipal Insurance Reciprocal, in the sum of \$200,000 for the Supervisor, \$450,000 for the Town Clerk/ Tax Collector and \$50,000 for all other employees to indemnify against losses through the failure of the officers, clerks and employees covered thereunder to faithfully perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 5, 2016 - Town of Palermo

**RESOLVED**, the Town Board Town of Palermo hereby accepts this form of undertaking and it will be filed in the office of the Town Clerk.

Resolution introduced by Councilman \_\_\_\_\_ seconded by Councilman \_\_\_\_\_

**AYES:**

**NAYS:**

## Town of Palermo CFA Grant Discussion

February 9<sup>th</sup> 2016

### Shared Services and Consolidation

#### Those Present at the Discussion

Dan LeClair	Oswego County Legislator
Dave Turner	Director of Community Development Planning and Tourism
Kurt Ospelt	Oswego County Highway
Aaron Albrecht	Oswego Co Search and Rescue
Scott Morehouse	Oswego Co Search and Rescue
Christopher Todd	Oswego Co Boces (CITI)
Sean Burno	Mexico Academy and CSD
Gary Mashaw	OCO
Dianne Cooper-Currier	OCO
Steven Scruton	Town of Palermo Councilman
Thomas Hilton	Town of Palermo Councilman
James Pettit	Town Of Palermo Highway Superintendent
Jim Petreszyn	Town of Palermo Planning Board
Vic Frances	Town of Palermo Code Enforcement / DOC
Elisabeth Joy	Town of Palermo Town Clerk

Dan opened the meeting at 7:05

#### **History and brief overview of proposed plan** (conceptual stages)

Dan Laclair started by saying that Palermo is very centrally located making it an ideal spot for a building that had shared services in the county. A survey of the proposed property was sent around for everyone to look at. Dan added that the Town of Palermo is looking to build a new highway garage.

Those interested discussed their interest, ideas, concerns and benefits as to proposed project.

Jim Pettit spoke and said the current garage has bad wiring and is not big enough. The bays are full and there is no room to work on the trucks. He would like to see a new garage that has 5 bays. Adding the additional 5<sup>th</sup> bay would give them an extra bay to work on the trucks.

Gary Mashaw added his facility is currently located on a 1.3 acer lot and is very cramped. He would be interested in the merge. He also mentioned a few other locations that may be ideal for a facility like this

in Volney behind the community Collage. His Organization would be looking for 5 bays along with a drive-through wash bay.

Mr. Bruno represented the Mexico School district and stated his Organization would benefit from this merge for the possible use of Shipping and Receiving. The district would use this building as storage and may also benefit from the town and school merging their snow removal and lawn care for the local Elementary.

Chris Todd spoke on behalf of CITI/BOCES he thought this merge would benefit his organization by giving adults opportunity's that they do not currently have at the facility in Mexico. Such as a possible Agricultural class. Another idea would be a Mechanics Class, there would be the opportunity for these students to have a hands on work space because of the existing operations in the building. He may need 1-2 bays hard space to park equipment on and a classroom space.

Search and Rescue stated they currently operate out of a double bay 40ft deep with multiple trucks that have to be strategically placed. Looking for 3 bays and an office space. They have looked into buying but it is not in there budget because they are a non-profit organization. Doing this as a merge would be ideal for them.

Dianna Cooper-Currier from OCO stated her organization is looking for a building to house a head start program. Shipping and receiving would be needed and parking for busses and staff. She also mentioned that currently they fuel off site and could also merge with us using this facility as a fueling station. Kurt Ospelt from the County Highway Dept. spoke to Dianna and told her of some options that are currently available in the area that she may benefit from as far as fueling stations.

Kurt Ospelt from the county highway brought the idea of a spray booth to the table. Said the county could really benefit from something of this nature and it would be a great benefit for revenue. Vic from the town of Palermo asked would would maintain and run this booth and Mr. Todd asked which entity would own it. These are all things that would have to be looked into.

Thomas Hilton represented the town of Palermo Town Board and stated this projected sounded like it would be a lot of money. Your talking 16 bays a Paint booth, storage tanks. Over A million dollar project. Trying to do all these things is scary, he then asked how much would be given in funding to this project. It was explained that the group would need to come up with \$50,000 and the government would match that. This is just to get things moving and to draw up plans to see whether or not this idea would work. We would be eligible for up to \$850,000 but that also is not a guarantee. This is a onetime fund. Dave stated his dept. could draft something up.

## **Where Do We Go from Here**

Dave spoke and said all players needed to decide is this worth it.

It is now up to each person to decide. Dan will get with each party involved to find out their thoughts and further address any questions or concerns they may have.

## **Closing-**

Dan will get everyone to gather their thoughts and go from there. Dave will put the time in if we're serious.

Meeting adjourned at 8:08pm

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